



**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing

Family Report

**Form HUD-50058 MTW (Moving to Work)  
Instruction Booklet**

**DRAFT**

January 8, 2001



**DRAFT**

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## ***Introduction***

The Form HUD-50058 MTW Instruction Booklet is designed to help you understand and complete the Form HUD-50058 MTW. The data collected on the Form provides HUD with a picture of the people who participate in the Moving to Work (MTW) Demonstration Program. Public Housing Agencies (PHAs) who participate in the MTW program collect and electronically submit information contained on the Form HUD-50058 MTW to HUD. The Multifamily Tenant Characteristic System (MTCS) then captures this information and creates reports used to:

- Analyze the subsidized housing programs
- Monitor PHAs
- Detect fraud
- Provide information to Congress and other interested parties
- Monitor and evaluate the MTW demonstration

HUD prepared the Form HUD-50058 MTW Instruction Booklet to help ensure the accuracy and consistency of the information collected. This booklet explains each line of the Form HUD-50058 MTW and the information collected for each line item.

To target audiences with appropriate information, HUD created a separate document that contains the field edits and flat file transmission requirements called the *Form HUD-50058 MTW Technical Reference Guide*.



**General Instructions****General Information**

HUD developed the Form HUD-50058 MTW to capture data on families that participate in the MTW demonstration program. This Form is a simplified version of the full HUD-50058 and should require less staff time to process. The Form captures only the information needed for HUD to evaluate the MTW program and to monitor compliance with other HUD requirements.

The Form captures:

- Most family composition and basic unit information
- Detailed asset, income, exclusions, and deductions information
- Simple rent information, such as gross rent, tenant rent, and housing assistance payment
- Basic calculations to help PHAs transmit quality data to MTCS with minimal fatal errors.

In addition, HUD designed Form HUD-50058 MTW to incorporate several important changes that HUD is making for the MTCS 2000. These include:

- HUD added new action codes for issuance of voucher and expiration of voucher so that PHAs and HUD can analyze the leasing success of families who receive vouchers.
- A new action code (2a=13) has been added for a Section 8 annual HQS inspection as a separate action if it happens at a time other than the time of another reported action for the family. The PHA is responsible to ensure that each annual HQS inspection is reported timely to MTCS.
- A new action code (2a=14) has been added to capture historical adjustments to the MTCS database. This transaction is used to capture information for households who do not have a new admission (2a=1) on file, but require an annual reexamination (2a=2). The historical adjustment will serve as the baseline action for the household.
- This version of the form allows PHAs to correct fields previously transmitted in error. The correction fields (2c and 2d) allow PHAs to correct income and non-income related information submitted in error. In order to determine if there is a need for better PHA quality controls, the revised Form HUD-50058 also asks PHAs to track the reason for corrections to family data.
- In addition to the inclusion of new fields and the deletion of others, the Form HUD-50058 MTW was designed to be consistent with the revised Form HUD-50058 that HUD prepared for MTCS 2000. Where appropriate, HUD reflected revisions to the regular Form HUD-50058 for MTCS 2000 in this Form HUD-50058 MTW.
- The revised form also captures project numbers, building and entrance numbers, and unit numbers to better track public housing tenants by linking MTCS to the Public and Indian Housing Information Center (PIC) system.



- If the family participates in the FSS program (line 2k = Yes), complete Section 23: FSS/MTW Self-Sufficiency Addendum as well as any other Sections required by program type (line 1c) and type of Action (line 2).
- If the PHA already transmitted Form HUD-50058 MTW for a family that has a FSS/MTW self-sufficiency action only (line 2a, action 8), complete the fields listed in the table above for (line 2a, action 8) and skip to the FSS/MTW Self-Sufficiency Addendum.
- If the MTW PHA counts the family towards fulfilling its FSS obligation with HUD, then the PHA must answer “Yes” to 2k, and complete the FSS/MTW Self-Sufficiency Addendum. If the PHA does **not** use the family to meet its FSS obligation, then the MTW PHA is **not** required to answer “Yes” to 2k and complete the FSS/MTW Self-Sufficiency Addendum. If the family participates in an MTW self-sufficiency program, then the MTW PHA is **not required** to complete the FSS/MTW Self-Sufficiency Addendum, but may chose to do so. For definitions of FSS programs and MTW self-sufficiency programs, see instructions for lines 2k and 2m.

### Using Form HUD-50058 MTW

Most MTW PHAs will use the Form HUD-50058 MTW for some of its households and use the *regular* Form HUD-50058 for other households. They will use Form HUD-50058 MTW to report data on **MTW families** and the regular Form HUD-50058 to report data on **non-MTW families**. PHAs that are not MTW demonstration sites will never use Form HUD-50058 MTW.

To determine if a family is an **MTW family** or a **non-MTW family**, an MTW PHA should consider whether it is a “block grant,” “systemic,” or “non-systemic” site for the purposes of the MTW evaluation. “Systemic” or “block grant” sites are changing fundamental practices and systems that will affect all it its residents. “Non-systemic” sites are applying MTW policies to only a fraction of the PHA’s households. “

This table lists the MTW PHAs, that HUD considers “block grant,” “systemic,” and “non-systemic.”

Block Grant Sites	Systemic Sites	Non-Systemic Sites
Cambridge, MA	High Point, NC	San Antonio, TX
Chicago, IL	Keene, NH	State of Massachusetts
Louisville, KY	Portage County, OH	Minneapolis, MN
Pittsburgh, PA	Lawrence, KS	San Diego, CA
Portland, OR	Lincoln, NE	San Mateo County, CA
Seattle, WA	Tulare County, CA	Greene County, OH
State of Delaware		
Vancouver, WA		



Based on the MTW PHA's designation, the following tables indicate which Form the PHA should use.

**For “block grant” and “systemic” sites:**

Family Designation	Definition	Use This Form
<b>MTW family</b>	<ul style="list-style-type: none"> <li>All families served by the MTW PHA, including elderly and disabled families.</li> </ul>	Form HUD-50058 MTW
<b>Non-MTW family</b>	<ul style="list-style-type: none"> <li>Families with Welfare-to-Work vouchers.</li> <li>Families served by Moderate Rehabilitation programs.</li> </ul>	Form HUD-50058
<b>Non-MTW family</b>	<ul style="list-style-type: none"> <li>Families served by any other program funded by the HUD Office of Housing.</li> </ul>	Form HUD-50059

**For “non-systemic” sites:**

Family Designation	Definition	Use This Form
<b>MTW family</b>	<ul style="list-style-type: none"> <li>Families that participate in or are affected by <b>any</b> component of the PHA's MTW program.</li> </ul>	Form HUD-50058 MTW
<b>Non-MTW family</b>	<ul style="list-style-type: none"> <li>Families that do not participate in or are affected by <b>any</b> component of the PHA's MTW program.</li> <li>Families with Welfare-to-Work vouchers.</li> <li>Families served by Moderate Rehabilitation programs.</li> </ul>	Form HUD-50058
<b>Non-MTW family</b>	<ul style="list-style-type: none"> <li>Families served by any other program funded by the HUD Office of Housing.</li> </ul>	Form HUD-50059

Exceptions to the definition of MTW families are families that hold Welfare-to-Work vouchers and families that are served by moderate rehabilitation programs, substantial rehabilitation programs, or any other programs funded by the HUD Office of Housing. MTW PHAs should use the regular Form HUD-50058 or HUD-50059 to report on these families.

“Systemic” and “block grant” sites should use the Form HUD-50058 MTW for all families, including elderly and disabled families.



It is important that PHAs use the appropriate Form. Program evaluators will use MTCS data to compare MTW and non-MTW families. Based in part on this data, they will evaluate the effectiveness of the MTW demonstration and make recommendations for future housing policy.

**Example:** A “non-systemic” MTW PHA developed its MTW program to promote self-sufficiency through supportive services. However, the PHA continues to use HUD standard rent policies. The PHA provided members of the John Doe family with financial counseling developed through the PHA’s MTW program. Since this family **participated in a component of the MTW program**, the PHA should use Form HUD-50058 MTW to report this family’s information.

**Example:** A “systemic” MTW PHA is making fundamental changes to its administrative practices that may have an impact on all families. However, elderly families are exempt from the new MTW rent policy. The PHA is conducting an annual reexamination for an elderly single head of household. Since the MTW PHA is **designated as a “systemic” site and its administrative practices will impact all families**, the PHA should use the Form HUD-50058 MTW to report on this elderly household.

### Completion of Form Sections and Line Items

Form HUD-50058 MTW contains eleven Sections, labeled Sections 1 through 5, and Sections 18 through 23. These are:

- Section 1: MTW Agency
- Section 2: MTW Action
- Section 3: MTW Household
- Section 4: MTW Family Background at Admission
- Section 5: MTW Unit To Be Occupied on Effective Date of Action
- Section 18: MTW Asset Income
- Section 19: MTW Income
- Section 20: MTW Public Housing
- Section 21: MTW Tenant-Based or Project-Based Assistance
- Section 22: MTW Homeownership – (if application, complete this section in lieu of Section 20 or Section 21)
- Section 23: Family Self-Sufficiency (FSS)/MTW Self-Sufficiency Addendum

The Form does not contain any Sections labeled Section 6 through Section 17. The Section numbers skip so that data elements that are different on Forms HUD-50058 and HUD-50058 MTW have unique numerical labels.



Generally, HUD requires PHAs to complete all Sections through Section 19 (MTW Income) on the Form HUD-50058 MTW. The program code (line 1c) and action code (line 2a) indicated on the Form determine the additional section(s) to complete.

See Appendix V for more information.

### **Transition from Regular Programs to MTW**

MTW PHAs use different approaches to transition families to their MTW programs. Some MTW PHAs enrolled a group of families in the program shortly after the PHA signed its MTW agreement with HUD. Other MTW PHAs transition families to their MTW program when that the family is up for reexamination.

**(Note: Transition procedures to be inserted.)**

### **Reporting Requirements**

**Notice PIH 2000-13:** Reporting Requirements for MTCS sets a minimum MTCS reporting rate of 85% for both Public Housing and combined Section 8 certificate and voucher programs. Public Housing Agencies (PHAs) must electronically submit Form HUD-50058 or Form HUD-50058 MTW (if applicable) data to MTCS. Please note that Notice 2000-13 renews Notice 99-2.

MTW PHAs must comply with this Notice. HUD requires that MTW sites report 85% of family records in Public Housing programs and 85% of family records in Tenant-Based and Project-Based Assistance programs.

MTW PHAs that fail to meet the minimum reporting rate may request forbearance from sanctions in writing from their respective Field Office or TARC. For more information about the requirements and sanctions under PIH Notice 2000-13, go to <http://www.hud.gov:80/pih/systems/mtcs/notice/pih2000-13.html>.

PHAs that administer 100 or more units must electronically submit Form HUD-50058 MTW data to MTCS at least monthly. PHAs that administer 99 or fewer units must electronically submit Form HUD-50058 MTW data to MTCS at least quarterly.

HUD will exempt MTW PHAs from these requirements only if specified in the PHA's MTW Agreement. Regular reporting to MTCS is required by the MTW evaluation.

### **Privacy Act Notice**

Collection of information on Form HUD-50058 MTW is subject to the requirements of the Privacy Act of 1992, Section 508(d).

PHAs must give a Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice to:



- all applicants at the time the PHA evaluates their eligibility for housing assistance, and
- all residents and all tenant-based or project-based assistance participants at each annual reexamination or interim reexamination.

The head of household and spouse or co-head, regardless of age, and each adult member in the household at the time of the initial examination must sign the notice. It is **mandatory** that each additional adult member who lives in the household sign the Notice. PHAs must also obtain signatures from any new adult who joins the household and from household members who have reached 18 years of age.

**Failure of the applicant or participant to sign the Notice constitutes grounds for denial of eligibility or termination of assistance or tenancy.**

The Notice is a general authorization form and does not replace specific forms that PHAs currently use to verify information about applicants or participants. PHAs must maintain a signed copy of the Authorization for the Release of Information/Privacy Act Notice in the tenants' files.

- For a copy of *Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice*, see HUD's Client Information and Policy System on the Web (<http://www.hudclips.org/subscriber/html/forms.html>).
- For more information on the Privacy Act Notice and Form HUD-9886, see *Notice PIH 94-36 (PHA)*, Issued June 13, 1994.

### Form Conventions

1. Include the 4-digit year for all fields that require the entry of a date. Enter the date in any standard format (i.e., "MM/DD/YYYY or MM-DD-YYYY"). You must enter the year in its entirety.
2. "/" means "or" unless otherwise noted.
3. **Monetary figures:** enter only whole dollar amounts. Do not show cents, commas, or dollar signs. Enter \$350.26 as \$350.
4. **Rounding:** round each monetary amount *up* when a number is .50 or above; *down* when a number is .49 or below.
5. **Reserved:** Do not enter data in lines marked Reserved. HUD may have future directions about how to use these lines. Reserved lines are placeholders for providing structural consistency with the regular Form HUD-50058 and for possible future changes.
6. **Calculation:** a scratch area where Public Housing Agencies may perform manual calculations. The column entries do not transmit to HUD.
7. **Mixed Family:** a family that contains both eligible and ineligible members who may be subject to pro-rated rent under the Noncitizens Rule.
8. **Negative numbers:** when calculations result in negative numbers, enter 0 (zero), unless the Form instructs otherwise.



9. **PHA use only:** HUD provides these lines for PHAs to enter any data that it chooses.

FSS	=	Family Self-Sufficiency program
HAP	=	Housing Assistance Payment
HQS	=	Housing Quality Standards
HUD	=	U.S. Department of Housing & Urban Development
INS	=	U.S. Immigration and Naturalization Services
MTW	=	Moving to Work
OMB	=	U.S. Office of Management and Budget
PHA	=	Public Housing Agency
SSA	=	Social Security Administration
SSI	=	Supplemental Security Income
SSN	=	Social Security Number
TANF	=	Temporary Assistance for Needy Families
TIN	=	Taxpayer Identification Number

### Additional Resources

We hope the Instruction Booklet answers most of your questions about the Form HUD-50058 MTW. Please direct additional questions to one of these resources:

- HUD Headquarters Moving to Work Program Specialists
- HUD Field Office Representative
- MTCS Hotline: 1-800-FON-MTCS
- MTW MTCS web page (<http://www.hud.gov/pih/programs/ph/mtw/mtwmtcs.html>)
- MTCS Web site Forums (<http://www.hud.gov/pih/systems/mtcs/forums.html>)

**The MTCS Hotline** provides technical assistance in the completion and transmission of Form HUD-50058 and HUD-50058 MTW. The Hotline is available Monday - Friday, between the hours of 8:00 AM and 8:00 PM, Eastern Standard Time (excludes Federal Holidays).

- For assistance, call the Hotline at: 1-800-366-6827.



The **MTW MTCS Forum** is vehicle for on-line questions and answers. HUD headquarters, HUD Field Offices, Public Housing Agencies, and vendors use the site to resolve problems they have, post useful tips and suggestions, as well as lend their experience to situations that others face.

- The MTCS Forum is located on the HUD Web site at:  
<http://www.hud.gov/pih/systems/mtcs/forums.html>.
- **The Code of Federal Regulations** contains the codification of the general and permanent rules published in the Federal Register by the Federal Government, executive departments and agencies. For the code section that applies to HUD programs, see **Title 24, Housing and Urban Development**. Federal Register information is available on the Internet at <http://www.access.gpo.gov/nara/cfr>.
- **The Quality Housing and Work Responsibility Act of 1998**, commonly known as the **Public Housing Reform Act (PHRA)**, is landmark legislation that aims to:
  - reduce the concentration of poverty in public housing,
  - protect access to housing assistance for the poorest families,
  - merge and reform the Section 8 certificate and voucher programs, and
  - support HUD management reform efficiencies through deregulation and program consolidation.
- PHRA is available on the Internet at <http://www.hud.gov/pih/legis/titlev.html#info>.
- **1937 Housing Act** is the law that applies to Public and Indian Housing programs and Section 8. The Act is available on the Internet at <http://www4.law.cornell.edu/cfr/24cfr.htm#start>.
- **The Social Security Handbook** summarizes information about Social Security programs and contains brief descriptions of related programs that other agencies administer. The handbook covers the primary programs that affect public housing residents, which include:
  - retirement insurance,
  - survivors insurance,
  - disability insurance,
  - supplemental security income, and
  - public assistance and welfare services.
- The Handbook is available on the Internet at <http://www.ssa.gov>.
- **Homes and Communities (www.hud.gov)**, is HUD's web site on the Internet and is a source for information about HUD programs.
- **MTW web site (<http://www.hud.gov/pih/programs/ph/mtw/pihmtw.html>)**, is a source for information about the Moving to Work Demonstration. Go to the **MTW MTCS web page (<http://www.hud.gov/pih/programs/ph/mtw/mtwmtcs.html>)** for information about reporting MTW families to MTCS.



- **MTCS web site ([www.hud.gov/pih/systems/mtcs/pihmtcs.html](http://www.hud.gov/pih/systems/mtcs/pihmtcs.html))** is a source for information about MTCS, downloading MTCS files, and obtaining MTCS operating information. This site includes links to:
  - MTCS Forum (an on-line question and answer),
  - MTCS News Flash
  - MTCS documentation, and
  - PIH Notices
- **Form HUD-50058 MTW Technical Reference Guide** contains the Form HUD-50058 MTW field edits and flat file transmission requirements. The Guide is available on the Internet at <http://www.hud.gov/pih/systems/mtcs/document.html>.
- **HUD's Client Information and Policy System** (<http://www.hudclips.org/subscriber/html/forms.htm>), known as HUDCLIPS, is the source to download all HUD forms including the Form HUD-50058 MTW.



**Form HUD-50058 MTW Instruction Booklet -- Line Instructions****Form HUD-50058 MTW****Page Heading****Head of household name:**

On every page, enter the head of household's last name (line 3b), first name (3c) and middle initial (line 3d). Use this field to identify the head of household if the pages of the Form separate.

**Social Security Number:**

On every page, enter the head of the household's Social Security Number (line 3n) Use this field to identify the head of household if the pages of the Form separate.

**Date modified (mm/dd/yyyy):**

On every page, enter the date the PHA representative fills out the Form or modifies any Form page. If information on one page requires a correction, that page date will change when the PHA makes the correction. If information on other Form pages does not change, the date modified will not change on those pages.



## Section 1: MTW Agency

- 1a. **Agency Name:** Name of the Public Housing Agency (PHA) that completes the family's Form HUD-50058 MTW. Abbreviate the agency name as necessary, but include essential identification information.
- Note: Under Section 8 portability, the receiving PHA always reports the family data. Use the receiving PHA's name and number even if the receiving PHA bills the initial PHA.
- Note: If your PHA administers another PHA's Section 8 program, and the other PHA's Annual Contribution Contract (ACC) funds a family's assistance, use the Section 8 project number for the program that funds the family's assistance. (This does *not* apply to portability.)
- Note: MTCS populates this field with data from PIC or HUDCAPS based on the PHA code reported in 1b.
- 1b. **PHA Code:** Five-character code composed of the 2-letter postal state code and 3-digit PHA number. This state code indicates the location of the reporting PHA and the number identifies each PHA within a particular state.
- Note: See Appendix 1, ***Federal Standard State and Territory Codes***, for a list of state and territory postal state codes.
- Note: Under Section 8 portability, the receiving PHA always reports the family data. Use the receiving PHA's name and number even if the receiving PHA bills the initial PHA.
- Note: If the PHA number is unknown, call the PHA's state or area field office or see the HA Profiles web site (<http://www.hud.gov/pih/systems/pic/pichome.html>) to obtain the number.
- Example: state code Enter project state of Florida as "FL" on the Form.
- Example: PHA number Enter PHA number 12 on the Form as 012, using all 3 boxes. Therefore, PHA code is "FL012"
- 1c. **Program:** Using the codes provided, indicate the housing assistance program in which the family participates.



P = Public Housing  
 PR = Project-Based Assistance  
 T = Tenant-Based Assistance

Public Housing -

The family resides in a Public Housing unit owned by the PHA.

Project-Based Assistance -

The PHA provides the family with assistance that is tied to a unit in a specific property other than a Public Housing unit. The family can not take the assistance with them to occupy another unit (i.e., the assistance is not tenant-based).

Tenant-Based Assistance -

Section 8 vouchers or equivalent. The PHA provides assistance to the family who searches for a unit that is not part of the Public Housing or project-based assistance programs. The assistance remains with the family and is not tied to a property.

## Note:

Enter a program code in the 2 boxes in line 1c from *left to right*. If there is only 1 letter to enter, complete the *first* box (the one to the left) only; if there are 2 letters to enter, complete *both* (first and second) boxes.

1d. **Project Number (Public Housing only):***Public Housing only*

The project number has three components:

- 2-letter project state code. This number may be same as PHA code (line 1b).
- 3-digit project or originating PHA number. This number may be same as PHA code (line 1b).
- 3-digit project number.

## Example:

Project number "FL012005"

Project state code: enter Florida as "FL" on the Form.

Project/originating PHA number: enter project or originating PHA number 12 on the Form as 012, using all 3 boxes.

Project number: enter project number 5 on the Form as 005, using all 3 boxes.



- Suffix, if applicable:** *Public Housing only*  
HUD assigned site numbers or suffixes to the project sites of some PHAs. If the family lives in a project with a site number or suffix code, enter the 3-digit number or suffix here.
- Note: If no site number or suffix, leave blank.
- 1e. **Building number (Public Housing only):** Six-character code to capture the tenant's building number.
- Note: All PHAs should use the building numbers that correlate with Public and Indian Housing Information Center (PIC) data. PIC establishes valid building numbers.
- 1f. **Building entrance number (Public Housing only):** Three-character code to capture the tenant's building entrance number.
- Note: All PHAs should use the entrance numbers that correlate with PIC data. PIC establishes valid building entrance numbers.
- 1g. **Unit number (Public Housing only):** Ten-character code to capture the PHA designated tenant unit number.
- Note: All PHAs should use the unit numbers that correlate with PIC data. PIC establishes valid unit numbers.



## Section 2: MTW Action

2a. **Type of action:**

Report the type of action. Use the action codes that follow:

- 1 = New Admission
- 2 = Annual Reexamination
- 3 = Interim Reexamination
- 4 = Portability Move-in
- 5 = Portability Move-out
- 6 = End Participation
- 7 = Other Change of Unit
- 8 = FSS/MTW Self-Sufficiency Only
- 9 = Annual Reexamination Searching
- 10 = Issuance of Voucher Equivalent
- 11 = Expiration of Voucher Equivalent
- 12 = Reserved (for future HUD use)
- 13 = Annual HQS Inspection Only
- 14 = Historical Adjustment
- 15 = Void

1 = New Admission -

The transaction where the family has:

- Signed a lease (or occupancy agreement) with the PHA for the first time to occupy a Public Housing dwelling unit operated under the PHA's MTW program.
- Signed a lease for the first time for a dwelling unit operated under the PHA's MTW tenant-based or project-based assistance program.



- Experienced an interruption of over one month between his or her occupancy of one Public Housing unit and another Public Housing unit.
- Experienced an interruption in assistance of over four months between assisted occupancy of one unit and assisted occupancy of another unit under the tenant-based or project-based assistance program, and is then readmitted to tenant-based or project-based assistance program.
- Moved from one MTW program to another (e.g., moved from an MTW Public Housing project to the MTW tenant-based or project-based assistance program).

Note: If a family exercises portability with its first admission into the tenant-based assistance program, the *receiving PHA* must classify this as a New Admission (2a=1) and not a Portability Move-in (2a=4).

Note: A transfer from one dwelling unit to another unit within the *same* PHA program does *not* constitute a New Admission (2a=1).

Note: If the family is a New Admission (2a=1) and is enrolling in the Family Self-Sufficiency (FSS) or a PHA's own MTW self-sufficiency program, report a New Admission and submit an FSS/MTW Self-Sufficiency Addendum that indicates the family as a new FSS or MTW Self-Sufficiency enrollment.

Example: If a family moves from an MTW Public Housing project to the MTW tenant-based assistance program, report a New Admission (2a=1) for the tenant-based assistance program, and an End Participation (2a=6) for the Public Housing program.

2 = Annual Reexamination -

The regularly scheduled *annual* reexamination of family income and circumstances.



<u>3 = Interim Reexamination</u> -	The reexamination of family income and circumstances, other than at the regularly scheduled annual reexamination. Occurs as a result of a change in income status, addition or loss of a family member, or other circumstance that requires tenant rent adjustment.
<u>4 = Portability Move-In</u> -	<i>Tenant-based or project-based assistance only</i>  Portability move <u>into</u> a new PHA jurisdiction.
Note:	Portability is renting a dwelling unit with tenant-based assistance outside the jurisdiction of the initial PHA.
Note:	If a family exercises portability with its <u>first admission</u> into the MTW tenant-based assistance program, the <i>receiving PHA</i> must classify this as a New Admission (2a=1) and <u>not</u> a Portability Move-in (2a=4).
<u>5 = Portability Move-out</u> -	<i>Tenant-based or project-based assistance only</i>  Portability move <u>out</u> of a MTW jurisdiction, regardless of whether the receiving PHA bills or absorbs the cost.
Note:	Portability is renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial PHA.
Note:	Report a Portability Move-out (2a=5) <u>only</u> after the receiving PHA has executed a HAP contract on behalf of the family.
<u>6 = End Participation</u> -	The transaction where the head of household and all family members discontinue participation in the PHA's program. Report an End Participation (2a=6) if the family moves from one PHA program to another.
Note:	Do <u>not</u> report an End Participation (2a=6) for temporarily interrupted assistance (e.g., interrupted for one month or less for Public Housing program, or for four months or less for Tenant-Based or Project-Based Assistance programs) because of a move to a different unit under the <i>same</i> program.



Example:	A family moves from a MTW Public Housing project to the MTW project-based assistance program. Report an End Participation (2a=6) for the Public Housing program, and a New Admission (2a=1) for the project-based assistance program.
<u>7 = Other Change of Unit -</u>	A move to a different unit within the <i>same</i> PHA program at a time other than the Annual Reexamination (2a=2) or an Interim Reexamination (2a=3).
<u>8 = FSS/MTW Self-Sufficiency Only -</u>	The family enrolls, announces program progress, or exits the Family Self-Sufficiency (FSS) or the PHA's own MTW self-sufficiency program(s). The family continues to receive housing assistance.
Example:	If the family is a New Admission and enrolls in the FSS program or the PHA's own MTW self-sufficiency program, report a New Admission and submit an FSS/MTW Self-Sufficiency Addendum that indicates the family as a new FSS/MTW Self-Sufficiency enrollment.
Note:	An MTW self-sufficiency program is a program created by the PHA to promote employment and financial independence among residents. It is similar to the FSS program.
Note:	If a family participates in an MTW version of a self-sufficiency program and the PHA does not count the family towards meeting its FSS obligation, then completion of the FSS/MTW Self-Sufficiency Addendum is optional.
<u>9 = Annual Reexamination Searching -</u>	<i>Tenant-based assistance only</i>  The family is due for an annual reexamination, but has moved from its former unit and is searching for a new unit.
<u>10 = Issuance of Voucher Equivalent -</u>	The PHA issues a voucher equivalent to the family under the MTW Project-Based or Tenant-Based Assistance program. The family begins to search for housing.



11 = Expiration of Voucher Equivalent -

The PHA previously issued a voucher equivalent to the family under the MTW Project-Based or Tenant-Based Assistance program. The family fails to lease a unit and the voucher equivalent expires.

## Note:

Do not report an Expiration of Voucher Equivalent (2a=11) if the family succeeds in leasing a unit.

12 = Reserved -

This choice is reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.

13 = Annual HQS Inspection Only -

The annual HQS inspection if it happens at a time other than the time of another reported action for the family.

## Note:

The PHA is responsible to ensure that each annual HQS inspection is reported timely to MTCS.

14 = Historical Adjustment -

To capture information for households who do not have a record in MTCS, but require an action. An Historical Adjustment (2a=14) action will serve as the baseline action for the household.

## Note:

Given that there will be cases where a family is not in MTCS, Historical Adjustment is the action to establish the first family record in the system (i.e., create a Master Record) before any other action can be processed.

15 = Void -

For PHAs to remove a previously submitted record from the database.

## Note:

Use 15=Void to void the latest family record when it was submitted in error.

See instructions for line 2c to correct a field in a previously submitted record.

## Example:

A PHA transmits an Annual Reexamination (2a=2) on **October 1**. However, the PHA finds out that the family moved out of the unit on **September 15**. The PHA reports a Void (2a=15) for the October 1 annual reexamination and an End Participation (2a=6) for the September 15 action.

## Note:

Allows PHAs to correct data when there are two or more duplicate records in the MTCS database or when the PHA sends an erroneous SSN to MTCS.



Note:	Entering a Void (2a=15) action will override and delete any addenda and corrections appended to the latest family record recorded in MTCS.
Example:	If a PHA submits a Form HUD-50058 MTW in <b>March</b> and a FSS/MTW Self-Sufficiency Addendum to the same Form in <b>April</b> , then subsequently voids the Form HUD-50058 MTW in <b>May</b> , the FSS/MTW Self-Sufficiency Addendum will also be voided.
2b. <b><u>Effective date (mm/dd/yyyy) of action:</u></b>	Date the reported action becomes effective. The effective date cannot be earlier than the date of admission to the program (line 2h).
<u>New Admission and Portability Move-in -</u>	The effective date of the lease.
<i>Tenant-Based Project-Based Assistance:</i>	or The effective date of the assisted lease and HAP contract.
<u>Annual Reexamination and Interim Reexamination -</u>	Date that any tenant rent changes (including <u>no</u> changes to the rent) take effect.
<u>Portability Move-out -</u>	<i>Tenant-based or project-based assistance only.</i> Date of HAP contract termination for the family that is porting out of the MTW PHA jurisdiction.
<u>End Participation -</u>	<i>Public housing:</i> Date the lease terminates. <i>Tenant-based or project-based assistance:</i> Date the PHA contract terminates.
<u>Other Change of Unit -</u>	The effective date of the lease for the new unit.
<u>FSS/MTW Self-Sufficiency Addendum only -</u>	Date the family enrolls or exits the FSS or MTW self-sufficiency program, or the date when the PHA runs a progress report on the family.
<u>Annual Reexamination Searching -</u>	<i>Tenant-based or project-based assistance only.</i> The first of the month following the date that the PHA completes the annual reexamination.
<u>Issuance of Voucher Equivalent -</u>	<i>Tenant-based or project-based assistance only.</i> Date the PHA issues voucher equivalent to the family.



<u>Expiration of Voucher Equivalent</u> -	<i>Tenant-based or project-based assistance only.</i> Date the issued voucher equivalent, including any term extensions, expires.
<u>Annual HQS Inspection Only</u> -	<i>Tenant-based or project-based assistance only.</i> Date of the annual HQS inspection.
<u>Historical Adjustment</u> -	Enter the date the family originally entered the program.
Example:	A PHA needs to submit an Annual Reexamination for an MTW family in June 2002. However, the PHA discovers that it did not submit a New Admission for this family in June 2001. To remedy the situation, the PHA transmits an Historical Adjustment (2a=14) with an effective date of June 2001 for the New Admission. Then the PHA transmits an Annual Reexamination (2a=2) with an effective date of June 2002.
<u>Void</u> -	Date the PHA chooses to void the record.
<b>2c. <u>Correction? (Y or N):</u></b>	Allows PHAs to correct fields previously transmitted in error. Use a correction for a change to field in a previously submitted record. If the majority of a record previously submitted is erroneous, use the Void (2a=15) action type.
Y =Yes	N =No
Example:	In March 2001, a PHA submits a New Admission (2a=1) with the effective date as April 2002. The effective date (line 2b) on this record was incorrect. The PHA sends the record again, marks 2c=Y, and enters the correct effective date of action on line 2b.
<b>2d. <u>If correction (check primary reason):</u></b>	Indicate the primary reason for the correction record. Requires PHAs to indicate the reason for a correction to income information or calculations.
<u>Family correction of income</u> -	A family provided the PHA with a correction to inaccurate income information.
<u>Family correction (non-income)</u> -	A family provided the PHA corrected information not related to income.
<u>PHA correction of income</u> -	The PHA corrected its errors in determining or reporting a family's income or rent.



	<u>PHA correction (non-income) -</u>	The PHA corrected its inaccurate reporting of a family's non-income information.
2e.	<b><u>Date Correction transmitted (mm/dd/yyyy):</u></b>	The date that the PHA completes the correction and transmits the corrected record.
2f.	<b><u>Repayment agreement (Y or N):</u></b>	Indicate if family has entered into a repayment agreement because they previously underreported or misreported income. The response must be yes or no.  Y = Yes                                      N = No
	Note:	This field is only for tenants who have underreported or misreported income.
2g.	<b><u>Monthly amount of repayment:</u></b>	Per the repayment agreement, the amount the family pays each month.
2h.	<b><u>Date (mm/dd/yyyy) of admission to program:</u></b>	Date the PHA initially admitted the family into the regular (non-MTW) version of the program reported in line 1c. This date is not necessarily the date that the family was admitted to the MTW version of the housing assistance program. Instead, it is the date that the family was admitted to the general type of program (e.g., public housing, tenant-based assistance) indicated in Program (line 1c). HUD uses this date to determine how long families participate in specific rental housing programs.
	Note:	If the family moved from the regular Section 8 program to the MTW tenant-based assistance program, but the PHA continuously assisted the family, enter the date the PHA initially admitted the family to the regular Section 8 program.
	Note:	The Date of Admission for the regular Section 8, tenant-based, or project-based assistance program is the effective date of the lease. The date the tenant signed the lease may or may not be the effective date.



2i. **Projected effective date (mm/dd/yyyy) of next re-examination:**

Scheduled date for the next reexamination. Enter the date in the mm/dd/yyyy format. Enter a projected reexamination date if type of action (line 2a) is:

- 1 = New Admission
- 2 = Annual Reexamination
- 3 = Interim Reexamination
- 4 = Portability Move-in
- 7 = Other Change of Unit
- 9 = Annual Reexamination Searching

Note:

Schedule the reexamination for no more than 13 months from the Effective Date of Action (line 2b).

2j. **Date admitted to the Moving to Work program**

Date the PHA admitted the family to the Moving to Work program.

2k. **FSS participant now or in the last year? (Y or N)**

Indicate if the family currently participates or participated in the Family Self-Sufficiency (FSS) program in the past year.

Y =Yes

N =No



Note: An MTW PHA may create its own MTW self-sufficiency program that is similar to the FSS program. If the family participated in an MTW version of a self-sufficiency program AND the family counts toward the PHA's FSS obligation for number of participants, enter 2k=Yes and 2m=No.

Note: If the family participated in an MTW version of a self-sufficiency program AND the family does not count toward the PHA's FSS obligation, enter 2k=No and 2m=Yes.

Do not enter Yes on both lines 2k and 2m.

Note: A PHA's MTW Agreement may clarify whether or not participants in the PHA's own MTW self-sufficiency program count towards its FSS obligation.

Note: Complete and submit the FSS/MTW Self-Sufficiency Addendum if the family currently participates in the FSS or the MTW's own self-sufficiency program. If the family ended the FSS/MTW self-sufficiency program and did not complete the exit form indicate Y and do so at this time.

Note: *Portability Move-in*  
When a Section 8 FSS participant moves under portability, the receiving PHA must complete and submit the FSS/MTW Self-Sufficiency Addendum. The receiving PHA must obtain the information, as necessary, from the initial PHA.

2m. **MTW self-sufficiency program participation now or in the last year? (Y or N):**

Indicate if the family currently participates or participated in an MTW self-sufficiency program within the last year.

Y =Yes

N =No



- Note: An MTW PHA may create its own MTW self-sufficiency program that is similar to the FSS program. If the family participated in an MTW version of a self-sufficiency program AND the family counts toward the PHA's FSS obligation for number of participants, enter 2k=Yes and 2m=No.
- Note: If the family participated in an MTW version of a self-sufficiency program AND the family does not count toward the PHA's FSS obligation, enter 2k=No and 2m=Yes.
- Note: If the PHA does not use to family to count against its FSS obligation, then completion of the FSS Addendum is optional.
- Note: Do not enter Yes on both lines 2k and 2m.
- 2n. **Reserved:** Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.
- 2p. **Use if instructed by HUD:** HUD may instruct a particular PHA to use this line. If the PHA does not have instructions to use these lines, then leave blank.
- 2q. **PHA use Only:** PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2p-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.
- Note: PHAs may use 2q to capture Mailbox sub-ID numbers, PHA subcontractor codes or PHA tenant identification codes.
- 2r. **PHA use Only:** PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2q-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.
- 2s. **PHA use Only:** PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2p-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.



2t. **PHA use Only:**

PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2q-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.

2u. **PHA use Only:**

PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2q-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.



### Section 3: MTW Household

Note: Lines 3a through 3q are explained below. Apply instructions to both pages 3 and 4 of the Form.

Note: The **household** includes everyone who lives in the unit. Use the household to determine unit size.

Note: The **family** includes all household members except live-in aides and foster children and adults. Use family members to calculate rental subsidies and payments.

Note: Head of household must complete lines 3a through 3q.

Note: A live-in aide is a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who is determined to be essential to the care and well-being of the persons but not obligated for the support of the persons; and would not be living in the unit except to provide the necessary supportive services.

3a. **Head of household/ Member number 01 :**

The Member Number identifies the individual listed on that line of the Form.

Note:

You must list Member Number 01 as the Head of the Household. List Member Number 02 as the spouse or co-head (see relation codes, line 3h, for co-head definition). If there is no spouse or co-head, list other household members beginning with Member Number 02 and continue in sequence until the Form contains information about everyone who comprises the household.

3b. **Last name & Sr., Jr., etc.:**

Indicate the last name of each household member. Include name suffixes, such as Jr., and separate with a comma. Do not include name prefixes, such as Ms. or Mr.

Example:

Smith, Jr. or Doe, III.

3c. **First name:**

Indicate the first name of each household member. Do not include name prefixes, such as Ms. or Mr.

3d. **MI:**

Indicate the middle initial of each household member. If no middle initial, leave blank. If more than one middle initial, only enter one.



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| 3e. | <b><u>Date of birth:</u></b>                   | Indicate the date of birth for each household member. Include all four digits of the year (MM/DD/YYYY).  |
|     | Example:                                       | Write 11/15/ <b>1997</b> instead of 11/15/97.  |
| 3f. | <b><u>Age on Effective Date of Action:</u></b> | Indicate the age in years of each household member on the Effective Date of Action (line 2b). Use whole years only. Do not round.  |
|     | Example:                                       | The Effective Date of Action listed is 12/01/2000. Household Member Number 03 was born on August 8, 1981. This person's age as of 12/01/2000 is <i>19 years</i> .  |
| 3g. | <b><u>Sex:</u></b>                             | Indicate the gender of each household member.<br><br>M= Male                                  F = Female   |
| 3h. | <b><u>Relation:</u></b>                        | Indicate the code that best categorizes the position or role of each household member.<br><br>H =Head of household<br>K =Co-head<br>Y =Other youth under 18<br>L = Live-in aide<br>S =Spouse<br>F = Foster child/adult<br>E =Full-time student 18+<br>A =Other adult |
|     | (H) Head of household -                        | The <i>one adult member</i> of the household, designated by the family or by PHA policy as the head of household, who is wholly or partly responsible for rent payment.  |
|     | Note:  | If someone in the household is 62+ years old or has disabilities, the family may gain extra deductions by designating this person, or his or her spouse or co-head, as the head of household.  |
|     | (S) Spouse -                                   | The marriage partner of the head of household.   |
|     | (K) Co-head -                                  | An individual in the household who is equally responsible for the lease with the head of household.  |



Note:	Indicate either a spouse or a co-head, but not both. A co-head never qualifies as a dependent.
Note:	Many states allow persons who have not reached the age of majority to sign a lease if they were declared an “emancipated minor.”
<u>(L) Live-in aide -</u>	<p>A person who lives with an elderly or disabled person(s) and who:</p> <ul style="list-style-type: none"> <li>(a) is determined by the PHA to be essential to the care and well-being of the person(s);</li> <li>(b) is not obligated to support the person(s); and</li> <li>(c) would not be living in the unit except to provide necessary supportive services.</li> </ul>
Note:	Categorize the child(ren) of a Live-in aide as a Live-in aide.
<u>(F) Foster child/adult -</u>	<ol style="list-style-type: none"> <li>1. <u>Foster child</u> – A member of the household who is under 18 years of age or a full-time student 18 years or older, and who is under the parental control and responsibility of someone other than his or her mother or father.</li> <li>2. <u>Foster adult</u> – A member of the household (usually a person with a disability, unrelated to the tenant family, who is unable to live alone) who is 18 years of age or older and for whom the family provides necessary shelter, care and protection.</li> </ol>
<u>(Y) Other youth under 18 -</u>	A member of the household (excludes foster children), who is under 18 years of age on the Effective Date of Action (line 2b), regardless of disability status.
<u>(E) Full-time student 18+ -</u>	A member of the household, other than the Head, spouse or co-head, or foster child or adult, 18 years of age or older on the Effective Date of Action (line 2b) who carries a subject load considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as a degree-granting institution.



(A) Other adult -

A member of the household (excludes foster adults), other than the head or spouse or co-head, who is 18 years of age or older on the Effective Date of Action (line 2b), regardless of disability status.

3i. **Citizenship:**

Code that indicates each household member's United States citizenship status.

EC = Eligible citizen

- eligible U.S. citizen or national

EN = Eligible noncitizen

- alien registration number verified by the INS

IN = Ineligible noncitizen is one of the following:

- unable to verify registration at INS,
- the person has not yet provided documentation of eligible status, or
- the person elected not to contest eligibility status

PV = Pending verification

- alien registration is pending verification by the INS

Note:

Each *family* member's code will factor into the rent calculations for rental housing assistance eligibility.

Note:

If you do not know an individual's citizenship, enter 'PV – pending verification.'

Note:

Leave blank if the household member is a live-in aide or foster child/adult.

3j. **Disability (Y/N):**

Indicate whether or not the household member has a disability as defined below.

Y = Yes

N = No

A person with disabilities has one or more of the following:



- (a) a disability as defined in section 223 of the Social Security Act,
- (b) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions, or
- (c) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act.

Note: Include persons who have the acquired immune deficiency syndrome (AIDS) or any condition that arises from the etiologic agent for AIDS.

- 3k. **Race:** Use code or codes the family says best indicates each household member's race. Select as many codes as appropriate.

- 1 = White
- 2 = Black/African American
- 3 = American Indian/ Alaskan Native
- 4 = Asian
- 5 = Native Hawaiian/Other Pacific Islander

Note: More than one race code can be entered for each household member.

Note: These codes are the official codes the Federal Government uses for census-taking and related activities and are mandated by the U.S. Office of Management and Budget (OMB).

- 3m. **Ethnicity:** Use code the family says best indicates each household member's ethnicity.

- 1 = Hispanic or Latino
- 2 = Not Hispanic or Latino

- 3n. **Social Security Number:** Enter the 9-digit Social Security Number (SSN) issued to each household member by the Social Security Administration (SSA).



- Note: If a member of the household does not possess a SSN, use **999999999**.
- Note: The family must report all SSN's of family members who are age six and over. Family members who do not have SSNs are under no obligation by HUD to obtain them. If, for some reason, a family member has more than one SSN, record the number the individual *currently* uses.
- Note: If an individual receives social security benefits under a SSN other than his or her own, enter the *recipient individual's* Social Security Number. Do not enter a Social Security Number that has one or two alpha or numeric characters that follow the basic 9-digit number. The presence of the suffix indicates that the number is actually a *claim number* – issued by the SSA to identify the relationship of the recipient to the person from whom the benefit is derived (i.e., the basis of the recipient's benefit is another person's social security record).
- Note: Keep in mind that some numbers reported as valid SSNs are actually "Pocketbook" numbers - versions of a number that first appeared on sample social security cards contained in wallets sold nationwide in 1938. People often think the number on the card is their personal SSN and use it as they would a government-issued number.
- Example: Do not record xxx-xx-xxxxB or xxx-xx-xxxxW1 as an individual's valid SSN. A number in this format is actually a claim number.
- 3p. **Alien Registration Number:** Enter the Alien Registration Number or A-number issued to each noncitizen household member, if applicable.



Note: The A-number or ARN contains seven, eight or nine numerical digits preceded by the letter A, e.g., A72 735 827. If the alien registration number has seven digits, enter two zeros before the alien registration number. If the alien registration number has eight digits, enter one zero before the alien registration number. If the alien registration number is nine digits, enter the number without a leading zero. Do not enter the letter A in any case. Enter the digits from left to right.

Example: A1234567 enter as 001234567  
A12345678 enter as 012345678  
A123456789 enter as 123456789

Note: Each alien registration number is unique in that it pertains to one person or one document only; in many instances, the INS provides minors and infants in the United States with individual alien numbers.

3q. **Meeting community service requirement?:**

Indicates whether the family member met his or her community service requirements under the Public Housing Reform Act (PHRA) and 24 CFR 960.601 by choosing one of the below options. MTW sites are not universally exempt from this requirement.

To satisfy service requirements, every adult resident of public housing must either:

- Contribute an average of eight hours of community service each month,
- Participate in a self-sufficiency program for at least eight hours every month, or
- Perform eight hours of combined activities each month.

1 = yes; the tenant met his or her 8 hour monthly service requirement

2 = no; the tenant did not meet his or her 8 hour monthly service requirement

3 = pending; the PHA needs to verify if the tenant met his or her service requirements. The PHA must contact the community group, volunteer group, or third party contractor to ensure that the resident met the community service requirements.



4 = except; refers to tenants who meet the exemptions listed in 24 CFR 960.601. This includes:

- Adults who are 62 years of age or older.
- Persons with disabilities, and their primary caregivers.
- Persons meeting the requirement for being exempted from engaging in work under a State program funded under Part A, Title IV of the Social Security Act or under any other welfare program of the State in which the PHA is located, including State-administered Welfare to Work (WtW) program.
- Members of a family receiving assistance, benefits or services under a State program funded under Part A, Title IV of the Social Security Act or under any other welfare program of the State in which the PHA is located, including State-administered Welfare to Work (WtW) program.
- Tenants younger than 18 years old

5 = n/a; Use '5' until the community service requirement comes into effect for your particular PHA.

Note:

PHAs must comply with the community service requirement beginning with PHA fiscal years that begin on or after October 1, 2000. PHAs with fiscal years beginning January 1, April 1, or July 1, would include information regarding community service in their next Annual Plan and implement the provision at the start of their next fiscal year that begins in the calendar year 2001.

Note:

Satisfaction of the requirement is assessed during the annual reexam process. PHAs must review family compliance once a year, 30 days prior to the expiration of the resident's lease. The regulation provides for a make-up period if the eight-hour average is not met.



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| 3r: | <b><u>Total years of school (0-25).</u></b>                | <p>Enter the highest grade or the full years of formal schooling that the family member completed (0-25). Years of schooling begins with the 1<sup>st</sup> grade. Do not count kindergarten or pre-school.</p> <p>This is a mandatory field for head of household. The MTW PHA should ask families about years of education to update this field during annual reexaminations.</p> <p>Example: If the head of household completed school through 7<sup>th</sup> grade, enter <b>7</b>. This indicates 7 full years of formal schooling. If the head of household completed high school and 2 years of college, vocational, technical, or other 2 - 4 year accredited school, enter <b>14</b>.</p> <p>Example: If the head of household attended but did not finish 8<sup>th</sup> grade, enter <b>7</b>.</p> <p>Example: If the head of household received a GED, enter <b>12</b> (indicating the completion of high school).</p> |
| 3s. | <b><u>Continued on an additional sheet? (Y or N)</u></b>   | <p>Indicate whether additional household member information is included on an additional sheet of paper as an attachment to the Form.</p> <p>Y = Yes                      N = No</p>   |
| 3t. | <b><u>Total number in household:</u></b>                   | <p>The total number of people in the household. Count <u>all</u> persons, include foster children or adults, live-in aides, and other unrelated individuals (who reside with the family as part of the household). Also include persons who are members of the household but temporarily absent from the home.</p> <p>Note: The total count of household members should <u>equal</u> the number of individuals listed separately in Section 3 (line 3a).</p>   |
| 3u. | <b><u>Family subsidy status under noncitizen rule:</u></b> | <p>Code that indicates the housing assistance eligibility for family members based on the noncitizen rule of 1995. The noncitizen rule allows PHAs to provide financial assistance to U.S. citizens, nationals, and non-U.S. citizens with eligible immigration status.</p>  |



Note:	Use the following status codes:
	C = Qualified for continuation of full assistance
	E =Eligible for full assistance
	F = Eligible for full assistance pending verification of status
	P =Prorated assistance
Note:	In most cases, if some, but not all, family members are eligible for assistance based on the rule, the PHA must prorate the amount of assistance available to the family. For more information on the rule, refer to the <i>Housing Agencies Guidebook: Restrictions on Assistance to Noncitizens, July 1995</i> .
<u>(C) Qualified for continuation of full assistance -</u>	This applies to a family composed of both eligible and ineligible members that were tenants in a housing program on <u>June 19, 1995</u> .
Note:	The head of household or the spouse must be eligible for full assistance, and no one else in the household can be ineligible except the Head, spouse, children, or parents of the Head or spouse.
<u>(E) Eligible for full assistance -</u>	This applies when the entire family provides documentation of U.S. citizenship, U.S. national, or eligible immigrant status and the INS verified this status or documentation.
<u>(F) Eligible for full assistance pending verification of status -</u>	This applies when the family provides documentation of eligible immigrant status and the PHA is waiting for INS verification or the family currently participates in the hearing process in reference to their ineligible noncitizen status.
Note:	This also applies if the PHA did not know the citizenship of any family member, as indicated by PV=Pending Verification in line 3i.



(P) Prorated assistance -

This applies if one or more family members do not provide acceptable documentation of their citizenship or eligible immigrant status. The PHA gives an assistance amount based on the percentage of the family that *provided* acceptable documentation of citizenship or eligible immigrant status. The PHA must establish at least one family member's acceptable degree of eligibility (through documentation) to make assistance available.

Note:

Does not apply to mixed families who are eligible for full continuation of assistance or those who choose temporary deferral of termination.

Note:

The PHA must suspend financial assistance for at least 24 months to any family that knowingly permits an ineligible individual to reside on a permanent basis in the family's unit, unless any assistance proration calculations include the ineligible individual.

3v. **Eligibility Effective date (mm/dd/yyyy) if qualified for continuation of full assistance (3u = C):**

Date the family originally qualified for the continuation of full assistance (C).

3w. **If new head of household, former head of household's SSN:**

If the designated head of household changed due to discontinued occupancy or other cause such as death, marriage, or remarriage and there are family members who remain in the household, enter the *former* head of household's Social Security Number.

Note:

Only enter a SSN in this field if the family changed its head of household.

Note:

If the former head of household did not possess a Social Security Number, enter 999999999.



## Section 4: MTW Background at Admission

Note: A receiving PHA for a portability move-in, who is also a new admission, must obtain the information required in this section from the initial PHA.

Note: All fields in Section 4 relate to New Admission only.

4a. **Date (mm/dd/yyyy) entered waiting list:** Date the PHA placed the family on the waiting list for the program under which they receive rental housing assistance.

Note: This date must not be *later* than the Effective Date of Action indicated in line 2b.

Note: If the family's application was inactive at some point, enter the date the PHA used to determine the family's position on the waiting list.

Note: If the PHA admitted the family as a special admission (not on waiting list; 24 CFR 982.203) in a Section 8 tenant-based program, leave blank.

4b. **ZIP code before admission:** The 5-digit ZIP code where the family lived before admission to a rental assistance program.

Note: If the family was categorized as "homeless" prior to admission, enter the post office ZIP code for the area or location where the family usually slept immediately prior to admission. If known, enter the full 9-digit ZIP code (ZIP + 4).

4c. **Homeless at admission? (Y or N) (Tenant-Based or Project-Based Assistance only):** Indicate whether or not the family was homeless at the time the PHA admitted the family to a rental housing assistance program.

Y = Yes

N = No



Note:

A "homeless" family considered to be living in substandard housing. A homeless family includes: (A) Any person or family that lacks a fixed, regular, and adequate nighttime residence; and (B) Any person or family that has a primary nighttime residence that is: (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); (2) An institution that provides a temporary residence for individuals intended to be institutionalized; or (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. A "homeless family" does not include any person imprisoned or otherwise detained pursuant to an Act of Congress or a State law. (24 CFR 5.425)

4d. **Reserved**

Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.

4e. **Continuously assisted? (Y or N):**

Indicate whether or not the family is continuously assisted under or currently enrolled in any 1937 Housing Act program at the time of admission.

Y = Yes

N = No

4f. **Reserved**

Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.



## Section 5: MTW Unit to be occupied on Effective Date of Action

- 5a. **Unit address:** The complete address of the housing unit that the household occupies on the Effective Date of Action (line 2b).
- Number and street - Street address of the unit
- Apt. - Apartment or unit number, if applicable
- City - City in which the unit is physically located
- State - State in which the unit is physically located (use 2 character postal codes)
- ZIP code (+4) - 5-digit ZIP code in which the unit is physically located (if known, include the full 9-digit ZIP code: ZIP + 4)
- 5b. **Is mailing address same as unit address? (Y or N) (if yes, skip to 5d):** Indicate whether the mailing address is different from the unit address.
- Y = Yes                      N = No
- 5c. **Family's mailing address:** The complete address where the family receives mail, if other than the unit address indicated in line 5a. Leave this field blank if the mailing address is the same as the unit address.
- Note: Use when tenant would like to receive mail at a different address.
- Note: Complete only if the answer to the previous question (5b) is no.
- Note: This field could contain the family's or individual's billing address. If the individual has a "guardian" that handles correspondence, please put the guardian's address here.
- Number, street, or PO box - Street address or post office box number where the family receives mail
- Apt. - Apartment or unit number, if applicable, where the family receives mail



- City - City where the family receives mail
- State - State where the family receives mail (use two character postal code)
- ZIP code (+ 4) - 5-digit ZIP code where the family receives mail (if known, include the full 9-digit ZIP code: ZIP + 4)
- 5d. **Number of bedrooms in unit:** Total number of bedrooms in the unit that the household will occupy on the Effective Date of Action (line 2b).
- Note: If the unit is an efficiency or Single Room Occupancy (SRO), enter 0 (zero) here.
- Note: If *two or more families share* the unit (i.e., shared housing unit) under the project-based or tenant-based assistance programs, enter the number of bedrooms in the entire unit (not just the number of bedrooms in the family's private living space).
- 5e. **Has the PHA identified this unit as an accessible unit? (Public Housing only) (Y or N):** Indicate whether or not the unit that the family occupies on the Effective Date of Action (line 2b) is a PHA designated, handicapped accessible unit.
- Y = Yes N = No
- 5f. **Has the family requested accessibility features? (Public Housing only) (Y or N) (If no, skip to 5h):** Indicate whether or not the family requested disability amenities or accessibility features.
- Y = Yes N = No (skip to 5h)
- 5g. **Has the family received the requested accessibility features? (Public Housing only):** Indicate the status of the family's request for disability amenities and/or accessibility features (line 5e) on the Effective Date of Action (line 2b).
- a = Yes, fully (the PHA fulfilled the request fully)  
 b = Yes, partially (the PHA fulfilled the request partially)  
 c = No, not at all (the PHA did not fulfill the request in any way)  
 d = Action pending (can be checked in combination with b or c) (the request is currently pending)



Example:

The family requested a unit with disability amenities but on the Effective Date of Action, the household did not receive any amenities (c); however, the unit will receive an upgrade in the next month (d).

5h. **Date (mm/dd/yyyy) unit last passed HQS inspection (Tenant-Based or Project-Based Assistance, except Homeownership):**

The last date the unit passed a full Housing Quality Standards (HQS) inspection.

Note:

This date may or may not be the same date as the last annual HQS Inspection.

5i. **Date (mm/dd/yyyy) of last annual HQS inspection (Tenant-Based or Project-Based Assistance only, except Homeownership):**

The last date a PHA inspector performed a full annual HQS inspection of the unit that the household occupies.

Note:

This date may be different from the date reported in 5h if the unit failed the last HQS inspection.

5j. **Year (yyyy) unit was built (Tenant-Based or Project-Based Assistance only):**

The date the housing unit was built. This date can be found on the request for tenancy approval form.

Note:

This field is optional for MTW PHAs.

5k. **Structure type (Tenant-Based or Project-Based Assistance only):**

Indicate the building structure type.

Note:

This field is optional for MTW PHAs.

**Note:** The numbering for the following section skips to Section 18. Form HUD-50058 MTW does not contain any sections labeled Section 6 through Section 17. Sections with these numbers were excluded to ensure that data elements on the regular Form HUD-50058 and Form HUD-50058 MTW have unique numerical labels.

The next line number on Form HUD-50058 MTW is 18a.



**Section 18: MTW Assets**

Note: Do not include assets for live-in aides or foster children and adults.

Note: Use a separate line for each family member and asset source.

Note: Report each asset source on lines 18a through 18e. Enter line information for each family member from *left to right*.

18a. **Family member name / No.:** The name of each family member in the household that has assets and their "Member Number." (line(s) 3a) that corresponds to the asset information reported.

Note: Family member's name is for the PHA use only. Enter the name on the line(s) provided to the extent that it is recognizable for PHA purposes.

18b. **Type of asset:** List any asset that has a dollar value or provides an income source to the person listed in column 18A. Generally, assets include, but are not limited to: savings account, stocks, bonds, other forms of capital investment, and real property (land owned or bequeathed).

Assets do not include:

- Interests in Indian trust land
- Equity accounts in HUD homeownership programs
- Necessary items of personal property, such as furniture and automobiles
- Trust funds, in cases where the trust is not revocable by, or under the control of, any member of the family or household



- 18c. **Calculation (PHA use):** Use this column to perform asset calculations. This information is not transmitted to HUD.
- 18d. **Cash value of asset:** Estimated, known or calculate dollar value of the asset listed. The estimated value from a formal assessment, the actual or known dollar value (i.e., the amount of money in a checking account), or subtract the cost to sell the asset from the asset's worth (i.e., the asset value minus the cost to sell it).
- Note: To determine asset values, include the value of any business or family asset that an applicant or tenant disposes of for less than fair market value (include a disposition in trust, but not a foreclosure or bankruptcy sale) during the 2 years that *precede* the Effective Date of Action (line 2b).
- 18e. **Anticipated income:** The total income that the family member expects to receive in the next 12-month period from the assets listed in column 18d.
- 18f. **Column totals:** The total of the values listed in column 18d.
- 18g. **Column totals:** The total of the values listed in column 18e.
- 18h. **Passbook rate:** Enter the passbook rate as a decimal.
- The Passbook rate is the interest rate used to determine the imputed (estimated) income of an asset(s) that would not otherwise be readily determinable. It usually falls between 2% (0.02) and 3% (0.03).
- Example: After analyzing several banks in a project locality, HUD determined that the average rate of interest on local Passbook Savings Accounts is 3% (0.03). For a family member who listed her farm as an asset, the Passbook Rate should be applied to calculate the imputed (estimated) income that results over time from the use or sale of the farm.
- Note: The HUD field office determines the Passbook rate of interest for the project locally based on the average interest rate received on Passbook Savings Accounts at several banks in the local area. HUD publishes the Passbook rates annually in the Federal Register.



- 18i. **Imputed asset income: 18f X 18h (if 18f is \$5,000 or less, put 0):** Imputed income from assets based on the total dollar value of the asset listed and the Passbook rate of interest. Multiply the total cash value of the listed asset (line 18f) by the Passbook Rate of interest (line 18h). Use the imputed income on the total of all assets.
- 18j. **Final asset income:** The total amount of household income derived from assets. Indicate the larger amount of the total anticipated income (column total 18g) or imputed asset income (line 18i). If both column total 18g and line 18i are \$5,000 or less, enter 0 in this field.



## Section 19: MTW Income

Note: If family members do not have any income from sources other than assets and do not expect any other income in the next 12-month period, leave the income section blank (except for total annual income, line 19i, which is the total of the asset income).

Note: Use a separate line for each family member and income source.

Note: Use the columns in section 19 to report each income source that contributes to the family's income. Enter line information for each family member from *left to right*.

Note: Do not double count asset income as another income type in this section.

Note: Subtract income **exclusions** to determine eligibility for rental housing assistance. Subtract income **deductions** to determine rent.

Note: The Code of Federal Regulations (CFR) lists the income items to exclude as "income" for the various Public, Indian, and Section 8 housing programs. Please see 24 CFR 5.609(c) for further guidance.

Note: PHAs are required to report all sources of income and exclusion amounts.

19a. **Family Member Name/No.:** The name of each family member in the household, and their individual "Member Number" (line(s) 3a) that corresponds to the income information reported.

Note: Family member's name is for the PHA use only. Enter the name on the line(s) provided to the extent that it is recognizable for PHA purposes.

19b. **Income code:** Use the one or two letter code that represents the type of income for a family member.

Note: Please refer to the Income and Exclusions chart when completing 19b: Income code and 19e: Income exclusions.



Below is a table of definitions of income used for the regular Form HUD-50058 for non-MTW families. If the PHA's definition of income code does not match any of the categories below, then the PHA should use "X=MTW income." Use "X=MTW income" only if instructed by HUD.

Income and Exclusions			
Income code	Description	Include	Income Exclusions
<b>WAGES</b>			
<b>(B) Own business</b>	Net income from a professional or business operation.	<ul style="list-style-type: none"> <li>Withdrawals of cash or assets from the professional or business operation in a family member's income.</li> </ul>	<ul style="list-style-type: none"> <li>Expenditures for business expansion.</li> <li>Amortization of capital indebtedness as deductions in determining net income.</li> <li>Withdrawals of cash or assets from the professional or business operation if the withdrawal is a reimbursement for cash or assets invested in the operation by the family.</li> <li>Allowance for asset depreciation, based on straight line depreciation, as provided in Internal Revenue Service (IRS) regulations.</li> </ul>
<b>(F) Federal wage</b>	Compensation received from federal government employment, which include federal government agencies and instrumentalities.	<ul style="list-style-type: none"> <li>Wages from federal government employment</li> </ul>	<ul style="list-style-type: none"> <li>Amounts earned by temporary Census employees (Notice PIH 2000-1).</li> </ul>
<b>(HA) PHA wage</b>	Compensation earned through work performed for the Public Housing Agency (PHA).	<ul style="list-style-type: none"> <li>Wages paid to family member from the PHA</li> </ul>	<ul style="list-style-type: none"> <li>Amounts received under a resident service stipend (a modest amount not to exceed \$200 per month per resident that the resident receives for performing a service that enhances the development's quality of life) (24 CFR 5.609(c)).</li> <li>Stipends to reimburse residents for expenses of serving as members of the PHA governing board or commission (PHRA).</li> </ul>
<b>(M) Military Pay</b>	All regular pay, special pay and allowances of a member of the Armed Forces (including the Coast Guard, National Guard, and Reserve units).	<ul style="list-style-type: none"> <li>The full amount of the head of household's or spouse's military pay, not just the amount sent home, regardless of whether the head of household or spouse or co-head is on the lease.</li> <li>Subsistence allowances.</li> <li>Uniform allowances.</li> <li>Other allowances.</li> </ul>	<ul style="list-style-type: none"> <li>The full amount of military pay of any family member other than the head and spouse. If other family members are away from home in the military, the PHA may remove their name from the lease and exclude their income.</li> <li>The special pay of a family member who serves in the Armed Forces and is exposed to hostile fire (24 CFR 5.609(c)).</li> <li>Other pay specifically excluded by law (e.g., Desert storm active duty).</li> </ul>



Income and Exclusions			
Income code	Description	Include	Income Exclusions
<b>(W) Other wage</b>	Wages and salary received from private or public sources (other than military pay and federal wages). Also include income in lieu of earnings in this category.	<ul style="list-style-type: none"> <li>· Overtime pay</li> <li>· Commissions</li> <li>· Fees</li> <li>· Tips</li> <li>· Bonuses</li> <li>· Other compensation for personal services</li> <li>· Workers' compensation</li> <li>· Severance pay</li> <li>· Termination pay</li> </ul>	<ul style="list-style-type: none"> <li>· Income from employment of children or foster children under 18 years old (24 CFR 5.609(c)).</li> <li>· Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(c)).</li> <li>· Payments to volunteers under the Domestic Volunteer Services Act (Notice PIH 93-65).</li> <li>· Payments received under programs funded in whole or in part under the Workforce Investment Act (WIA) (formerly known as the Job Training Partnership Act (JTPA)) (Notice PIH 93-65).</li> <li>· Reimbursement and out-of-pocket expenses while attending a public assisted training program (24 CFR 5.609(c)).</li> <li>· Incremental earnings and benefits from participation in qualifying state and local employment programs (24 CFR 5.609(c)).</li> <li>· Earnings and benefits received under training programs funded by HUD (24 CFR 5.609(c)).</li> <li>· Income of a live-in aide (24 CFR 5.403).</li> <li>· Earnings and benefits to any family member from an employment training and supportive services program (Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable federal, state, or local law) during the exclusion period. The exclusion is applicable only if the family was admitted to the program prior to October 1, 1999 (<i>Public Housing only</i>).</li> <li>· Earned income disallowance: During the first 12 months after a family member starts working, the PHA disallows 100% of the incremental increase in a family member's income as a result of employment. In the second 12-month period, the PHA disallows 50% of the incremental increase. The maximum period is 48 months. This exemption cannot be counted during initial eligibility. Families have the option of exercising the earned income disallowance or Independent Savings Accounts (ISA) not both (<i>Public Housing only</i>) (24 CFR 960.255).</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
<b>WELFARE</b>			
<b>(G) General assistance</b>	Payments made under a financial or medical assistance program(s) provided by a state, tribe, or local government jurisdiction.	<ul style="list-style-type: none"> <li>Payments provided by a state, tribe or local government for medical or financial assistance</li> </ul>	<ul style="list-style-type: none"> <li>Food stamps (Notice PIH 93-65).</li> <li>Amounts paid by the state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home</li> <li>Incremental earnings and benefits from participation in qualifying state and local employment programs (24 CFR 5.609(c)).</li> </ul>
<b>(IW) Annual Imputed Welfare Income</b>	The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.	<ul style="list-style-type: none"> <li>Imputed welfare income in family annual income during the term of welfare reduction (24 CFR 5.609).</li> </ul>	<ul style="list-style-type: none"> <li>If the family was not an assisted resident at the time of sanction (24 CFR 5.609).</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
<b>(T) TANF assistance</b>	Temporary Assistance to Needy Families (TANF) is benefits designed to meet a family's ongoing basic needs. Not all states refer to this income as TANF. A state may have a different name (other than TANF) for this type of income. See 24 CFR 260.31 for additional information on TANF assistance and exclusions.	<ul style="list-style-type: none"> <li>TANF assistance funded from federal or state dollars. The term assistance includes cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses).</li> <li>Payments to individual recipients by a TANF agency, or other agency on its behalf.</li> <li>Benefits based on participation in work experience or community service (or any other work activity in 24 CFR 261.30).</li> <li>Supportive services such as transportation and child care provided to families who are <i>not</i> employed.</li> </ul>	<ul style="list-style-type: none"> <li>Nonrecurrent, short-term benefits that:               <ul style="list-style-type: none"> <li>* Are designed to deal with a specific crisis situation or episode of need;</li> <li>* Are not intended to meet recurrent or ongoing needs; and</li> <li>* Will not extend beyond four months.</li> </ul> </li> <li>Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training).</li> <li>Supportive services such as child care and transportation provided to families who are employed.</li> <li>Refundable earned income tax credits.</li> <li>Individual Development Accounts.</li> <li>Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support.</li> <li>Transportation benefits provided under a Job Access or Reverse Commute project, pursuant to section 404(k) of the Act, to an individual who is not otherwise receiving assistance.</li> </ul>
SS/SSI/PENSIONS			
<b>(P) Pension</b>	A periodic distribution paid for retirement benefits.	<ul style="list-style-type: none"> <li>Pensions.</li> <li>Annuities.</li> <li>Retirement or profit-sharing plans.</li> <li>Individual Retirement Accounts (IRAS).</li> <li>Simplified Employee Pensions (SEPS).</li> <li>Life insurance and endowment policies.</li> </ul>	<ul style="list-style-type: none"> <li>Lump-sum benefits payable as a death benefit.</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
<b>(S) SSI</b>	The Supplemental Security Income (SSI) program provides cash assistance to family members who have limited income and resources, and who are age 65 or older, blind, or disabled. Family members under 18 years of age can also receive SSI benefits if they suffer from an impairment of comparable severity to that which would preclude an adult from engaging in substantial gainful activity.	<ul style="list-style-type: none"> <li>State supplements to SSI.</li> </ul>	<ul style="list-style-type: none"> <li>Amounts received under an SSI Plan to Attain Self-Sufficiency (PASS) (24 CFR 5.609(c)).</li> <li>Deferred periodic amounts from SSI benefits that the family member received in a lump sum amount or in prospective monthly amounts.</li> </ul>
<b>(SS) Social Security</b>	Benefits from the Social Security Administration.	<ul style="list-style-type: none"> <li>Child's benefits.</li> <li>Disabled workers' benefits.</li> <li>Disabled widow(er)'s benefits.</li> <li>Divorced wife's insurance benefits.</li> <li>A widow(er) entitled to mother's or father's insurance benefits.</li> <li>Parent's, brother's, or sister's benefits.</li> <li>Retirement insurance benefits.</li> <li>Spouse's benefits.</li> <li>Surviving divorced spouse's benefits.</li> <li>Widow(er)'s benefits.</li> <li>Spouse's benefits.</li> <li>Comparable retirement, survivor, and disability benefits provided under the Railroad Retirement Act.</li> </ul>	<ul style="list-style-type: none"> <li>Deferred periodic amounts from Social Security benefits that the family member received in a lump sum amount or in prospective monthly amounts.</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
<b>OTHER INCOME SOURCES</b>			
<b>(C) Child support</b>	Financial or medical assistance that a parent provides voluntarily or by court order for upkeep and general well-being of his or her child(ren).	<ul style="list-style-type: none"> <li>Payments from a parent for child rearing</li> <li>Regular contributions toward support from a public or private welfare agency</li> </ul>	<ul style="list-style-type: none"> <li>Child care arranged or provided under the Child Care and Development Block Grant Act (42 U.S.C. 9858q) (Notice PIH 93-65).</li> </ul>
<b>(E) Medical reimbursement</b>	Any income received to reimburse medical expenses.		<ul style="list-style-type: none"> <li>Amounts received by the family that are specifically for or in reimbursement of, the cost of medical expenses for any family member (24 CFR 5.609(c)).</li> </ul>
<b>(I) Indian trust/per capita</b>	Judgment funds awarded by the Indian Claims Commission, the Court of Claims, funds held in trust for an Indian tribe by the Secretary of the Interior.	<ul style="list-style-type: none"> <li>The first \$2,000 of per capita shares received from judgment funds</li> </ul>	<ul style="list-style-type: none"> <li>The interests of individual Indians in trust or restricted lands as a resource (Notice PIH 93-65).</li> <li>Up to \$2,000 per year of income received by individual Indians from such interests (Notice PIH 93-65).</li> <li>Payments received under the Alaska Native Claims Settlement Act (Notice PIH 93-65).</li> <li>Income from the disposition of funds of the Grand River Band of Ottawa Indians (Notice PIH 93-65).</li> <li>Payments received under the Maine Indian Claims Settlement Act (Notice PIH 93-65).</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
<b>(N) Other non-wage sources</b>	Any other income source not otherwise specified.		<ul style="list-style-type: none"> <li>• Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone) (24 CFR 5.609(c)).</li> <li>• Adoption assistance payments in excess of \$480 per adopted child (24 CFR 5.609(c)).</li> <li>• Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (24 CFR 5.609(c)).</li> <li>• Lump sum payments of deferred benefits (24 CFR 5.609(c)).</li> <li>• Payments received from programs funded under Title V of the Older Americans Act of 1965 (Notice PIH 93-65).</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
(N) Other non-wage sources (cont'd)			<ul style="list-style-type: none"> <li>• Payments from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the <i>In Re Agent Orange</i> product liability litigation (Notice PIH 93-65).</li> <li>• Full amount of student financial assistance paid directly to the student or to the educational institution (24 CFR 5.609(c)).</li> <li>• Amounts of scholarships funded under Title IV Of The Higher Education Act including awards under the federal work study programs or under the Bureau of Indian Affairs student assistance programs (Notice PIH 93-65).</li> <li>• Temporary, nonrecurring or sporadic income (including gifts) (24 CFR 5.609(c)).</li> <li>• Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era (24 CFR 5.609(c)).</li> <li>• Refunds or rebates under state or local law for property taxes paid on dwelling unit (24 CFR 5.609(c)).</li> <li>• Payments or allowances under HHS' low-income home energy assistance program (Notice PIH 93-65).</li> <li>• Earned Income Tax Credit refund tax payments from the IRS to low income workers with children (26 U.S.C. 32(j)) (Notice PIH 93-65).</li> <li>• Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply.</li> </ul>



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
(X) MTW Income	The amount of income that does not fall into any of the above categories <b>AND</b> is counted as income under the PHA's own MTW program. Use only if instructed by HUD.	.	
(U) Unemployment benefits	Periodic payments in lieu of earnings.	<ul style="list-style-type: none"> <li>Unemployment compensation</li> <li>Other payments</li> </ul>	

19c. **Calculation (PHA use):**

Use this column to perform income calculations. This information is not transmitted to HUD.

19d. **Dollars per year:**

Annual income amount the family member earns from the income source(s) listed.

Note:

Annual income means all amounts, monetary or not, which:

1. Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
3. Are derived from assets that any family member has access to during the 12-month period; and
4. Are not specifically excluded.

Note:

Please refer to the Income and Exclusions chart, above, for guidance on what income to include and on matching income to the correct income code.



- 19e. **Income exclusions** Income excluded from annual income calculations. Amounts of money that are prohibited from being included in a family's income for rent determination purposes. Income exclusions are delineated in 24 CFR Subtitle A, § 5.609.
- Please refer to the Income and Exclusions chart, above, for guidance on what income to include and on matching income to the correct income code.
- 19f. **Income after exclusions (19d minus 19e)** The family's total annual income minus any exclusions. Deduct income exclusions (line 19e) from dollars per year (line 19d).
- 19g. **Column total:** The total of the amounts listed in column 19d.
- 19h. **Column total:** The total amounts listed in column 19f.
- 19i. **Total annual income: 18j + 19h:** The family's total annual income. Add the final asset income (line 18j) and income after income exclusions (line 19h).
- 19j. **Deductions:** Total amount of money that is deducted from a family's income for rent determination purposes. Include any asset income that is deducted on this line.
- 19k. **Adjusted annual income: 19i minus 19j:** The total annual family income after exclusions and deductions (19i minus 19j).



**Section 20: MTW Public Housing**

Complete if program code (line 1c) is P for Public Housing.

- 20a. **Type of rent:** Indicate the type of rent that the MTW family will pay. An income-based rent is set by the family's income. A flat rent is not based on a family's income. If the rent is graduated or stepped, indicate "income-based" if the rent is at all set by the family's income and "flat rent" if the rent is not based on a family's income.
- 20b. **Tenant rent:** The rent amount the family pays to the owner.
- 20c. **Mixed family tenant rent:** The rent amount the family pays to the owner based on a prorated rent calculation to comply with the Noncitizen Rule. Complete if family receives prorated subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i. 3i = IN).

**The mixed family tenant rent (line 20c) is determined by multiplying the tenant rent (line 20c) by a mixed family proration percentage.**

**Mixed family proration percentage =**

**(Total number eligible / total number in family) x 100**

**Total number eligible: \_\_\_\_\_**

Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen

EN = Eligible noncitizen

PV = Pending verification



**Total number in family: \_\_\_\_\_**

Total number of family members in household. Include all family members, including ineligible noncitizen family members (3i=IN). Do not include live-in aides or foster children/adults.

**Mixed family proration percentage: \_\_\_\_\_**

The percent of the family eligible for rent subsidy. Divide the total number eligible by the total number in family. A family with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

Example:

There are 4 family members eligible for housing assistance, and 5 total family members (1 is ineligible for rent subsidy), the calculation reads:  $4 \div 5 = 0.8$  (or **80%**).

Note:

To calculate mixed family tenant rent for public housing flat rents, see Appendix III for Mixed Family Tenant Rent Worksheets.

20d. **Utility allowance/estimate:**

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

If the rental payment does not include all utilities and the PHA has not established a monthly utility allowance, enter an estimate of monthly utility costs the family will pay.

Note:

If the rental payment does include all utilities, enter 0 (zero).

20e. **Is this a ceiling rent? (Y or N):**

Indicate if the family is paying the ceiling rent for this unit.



Y =Yes

N =No

20f. **Reserved**

Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.



## Section 21: MTW Tenant-Based or Project-Based Assistance

Note: Complete if program code (line 1c) is PR for Project-Based Assistance or T for Tenant-Based Assistance.

- |      |  |  |
|------|--|--|
| 21a. | <b><u>Indicate if flat subsidy or income-based subsidy:</u></b>  | Indicate the type of subsidy the MTW family will receive. An income-based subsidy is set by the family's income. A flat subsidy is a PHA payment not set by the family's income. If the subsidy is graduated or stepped, indicate "income-based" if the subsidy is set by the family's income or "flat subsidy" if the PHA subsidy is not based on a family's income.  |
| 21b. | <b><u>Number of bedrooms on voucher equivalent</u></b>   | The unit size (number of bedrooms) on voucher equivalent. This number may be different than the number of bedrooms in the unit that the family rents.<br><br>Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit.   |
| 21c. | <b><u>Is family now moving to this unit? (Y or N):</u></b>   | Indicate if the family is now moving into the unit (e.g., if the family leases in-place or if the family is remaining in the same unit at the time of re-examination, enter N).<br><br>Y = Yes                                      N = No   |
| 21d. | <b><u>Did family move into your PHA jurisdiction under portability? (Y or N) (If no, skip to 21g):</u></b> | Indicate whether or not the family moved or will move or has moved into the PHA's jurisdiction under portability. (Regardless of whether the PHA bills the initial PHA or absorbs the family into its own program). If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction. If portability move-in occurred, indicate Y (Yes) regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program<br><br>Y = Yes                                      N = No |



21e. **Cost billed per month (put 0 if absorbed):**

Monthly amount billed to the initial PHA for the family's housing assistance payment (HAP) amount, on-going administrative fee, and any utility reimbursement to the family.

Note:

Enter 0 if the receiving PHA absorbs the family.

21f. **PHA code billed:**

The initial PHA's 2-letter state code and 3-digit identification number.

For help obtaining the initial PHA's identification number, contact the appropriate HUD field office, the HA Profiles Web Site within PIC or the MTCS Hotline at 1-800-FON-MTCS.

Note:

Leave blank if the receiving PHA absorbs the family.

21g. **Owner name:**

The unit owner's legal name.

21h. **Owner TIN/SSN:**

Tax identification number (TIN) or social security number (SSN) of the legal unit owner.

21i. **Rent to owner:**

Total monthly rent payable to the unit owner under the lease for the contract unit. For rental of a manufactured home space, enter the rent to owner for the space including any owner maintenance or management charges for the space. In a section 236, 221(d)(3) BMIR, 202, or 515 project, the rent to owner is the subsidized rent as determined in accordance with the requirements for those programs.

21j. **Utility allowance/estimate:**

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note:

If the rental payment does not include all utilities and the PHA has not established a monthly utility allowance, enter an estimate of monthly utility costs the family will pay.



- Note: If the rental payment does include all utilities, enter 0 (zero).
- 21k. **Gross rent of unit: 21i + 12j (or Space Rent):** Gross rent of unit or space rent. Add rent to owner (line 21i) to the utility allowance (line 21j).
- 21m. **Flat subsidy amount, if any:** Enter the amount of the monthly subsidy that the PHA provides to owner. (Enter amount only if the subsidy is flat as indicated in type of subsidy (line 21a). If Income-based subsidy is indicated in type of subsidy (21a), enter zero (0).
- 21n. **Tenant rent to owner:** The monthly rent due to the unit owner by the family.
- 21p. **Mixed family tenant rent to owner:** The rent amount the family pays to the owner  
Complete if family receives prorated subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i. 3i = IN).

**The mixed family tenant rent (line 20c) is determined by multiplying the tenant rent (line 20c) by a mixed family proration percentage.**

**Mixed family proration percentage =**

**(Total number eligible x total number in family) / 100**

**Total number eligible: \_\_\_\_\_**

Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen

EN = Eligible noncitizen

PV = Pending verification



**Total number in family:** \_\_\_\_\_

Total number of family members in household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.

**Mixed family proration percentage:** \_\_\_\_\_

The percent of the family eligible for rent subsidy. Divide the total number eligible by the total number in family. A family with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

Example:

There are 4 family members eligible for housing assistance, and 5 total family members (1 is ineligible for rent subsidy), the calculation reads:  $4 \div 5 = 0.8$  (or **80%**).

21q. **Is this a ceiling rent? (Y or N):**

Indicate if the family is paying the ceiling rent for this unit.

Y = Yes

N = No

21r. **Reserved**

Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.



## Section 22: MTW Homeownership

Note: Complete if program code in line 1c is PR for project-based assistance or T for tenant-based assistance and the family owns a home.

- |      |  |   |
|------|--|---|
| 22a. | <b><u>Indicate if flat subsidy or income-based subsidy:</u></b>  | <p>Indicate the type of subsidy that the MTW family will receive. An income-based subsidy is set by the family's income. A flat subsidy is not related to a family's income. If the subsidy is graduated or stepped, indicate "income-based" if the subsidy is set by the family's income or "flat subsidy" if the PHA subsidy is not based on a family's income.</p>   |
| 22b. | <b><u>Is family now moving to this home?:</u></b>  | <p>Indicate if the family is now moving into the home (e.g., if the family will remain in the same home at the time of reexamination, enter N).</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Y =Yes</span> <span>N =No</span> </div>  |
| 22c. | <b><u>Date (mm/dd/yyyy) of initial HQS inspection:</u></b>   | <p>Date of the initial housing quality standards (HQS) inspection.</p>  |
| 22d. | <b><u>Did family move into your PHA jurisdiction under portability? (Y or N) (if no, skip to 22g):</u></b> | <p>Indicate whether or not the family moved or will move into the PHA's jurisdiction under portability. (Regardless of whether the PHA bills the initial PHA or absorbs the family into its own voucher homeownership program.) If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Y =Yes</span> <span>N =No</span> </div> |
| 22e. | <b><u>Cost billed per month (put 0 if absorbed):</u></b>   | <p>Monthly amount billed to the initial PHA for the family's housing assistance payment (HAP) amount, on-going administrative fee, and any utility reimbursement to the family.</p>   |
| 22f. | <b><u>PHA code billed:</u></b>   | <p>The initial PHA's 2-letter state code and 3-digit identification number.</p> <p>For help obtaining the initial PHA's identification number, contact the appropriate HUD field office, the HA Profiles Web Site within PIC or the MTCS Hotline at 1-800-FON-MTCS.</p>   |



- Note:** Leave blank if the receiving PHA absorbs the family.
- 22g. **Monthly homeownership payment (PITI & MIP if applicable):** The monthly homeownership cost; includes principal and interest on initial mortgage debt, taxes, and insurance (PITI) and any mortgage insurance premium (MIP), if applicable.
- For homeownership in a cooperative, enter the monthly cooperative charge under the occupancy agreement, including real estate taxes and public assessments, and any principal and interest on initial debt to finance purchase of cooperative shares.
- 22h. **Utility allowance/estimate:** The PHA's utility allowance for the unit
- If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
- If the rental payment does not include all utilities and the PHA has not established a monthly utility allowance, enter an estimate of monthly utility costs the family will pay.
- Note:** If the rental payment does include all utilities, enter zero (0).
- 22i. **Other monthly allowance(s), if any:** The amount of PHA's allowance for the monthly routine maintenance costs, major home repairs, and maintenance, and co-op/condominium operation and maintenance assessments.
- 22j. **Gross homeownership expense:** Calculation of family's total cost of homeownership.  $22g + 22h + 22i$ .
- 22k. **Flat subsidy amount:** Total monthly amount of subsidy the PHA contributes toward homeownership if a flat subsidy is provided for the family. A flat subsidy is not based on a family's income.
- Note:** If the PHA does not provide a flat subsidy, enter zero (0).
- 22m. **Total family share:** Total monthly amount the family contributes toward homeownership.



22n. **Mixed family total family share:**

Total monthly amount the family contributes toward homeownership if the PHA does not provide a flat subsidy. Complete if family receives prorated payment (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i. 3i = IN).

**The mixed family total family share (line 22n) is determined by multiplying the total family share (line 22m) by a mixed family proration percentage.**

**Mixed family proration percentage =**

**(Total number eligible x total number in family) / 100**

**Total number eligible: \_\_\_\_\_**

Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen

EN = Eligible noncitizen

PV = Pending verification

**Total number in family: \_\_\_\_\_**

Total number of family members in household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.

**Mixed family proration percentage: \_\_\_\_\_**

The percent of the family eligible for rent subsidy. Divide the total number eligible by the total number in family. A family with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.



Example:

There are 4 family members eligible for housing assistance, and 5 total family members (1 is ineligible for rent subsidy), the calculation reads:  $4 \div 5 = 0.8$  (or **80%**).

22p. **Is this a ceiling family share? (Y or N)**

Indicate if the family is paying the ceiling payment for this unit.

Y = Yes

N = No

22q. **Reserved**

Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.



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**Section 23: Family Self-Sufficiency (FSS)/MTW Self-Sufficiency**


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An MTW family may participate in HUD's FSS program or in a unique MTW self-sufficiency program developed by the PHA as part of its MTW program.

Complete this section to denote the enrollment, progress, or exit of a (Family Self-Sufficiency) FSS or MTW self-sufficiency family.

Failure to submit FSS exits may impact minimum FSS program size obligations.

23a. **Participate in special programs? (check no more than one):**

Identify if the family participates in a Family Self-Sufficiency (FSS) program or an MTW Self-Sufficiency Program.

FSS –

MTW Self-Sufficiency –

Check if the family participates in HUD's Family Self-Sufficiency (FSS) program. Use this only if the PHA uses the family to count towards fulfilling the PHA's FSS obligation. If you check this choice, you must complete the rest of the Addendum.

Check if the family participates in a self-sufficiency program developed by the PHA that is not the FSS program. If you check this choice, completion of the rest of the Addendum is optional.

23b. **Report category (check no more than one):**

Check one category to indicate the purpose of the Addendum.

- Enrollment Report -New enrollment in the self-sufficiency program.
- Progress Report -Update to family's self-sufficiency status.
- Exit Report -Exit from self-sufficiency program.

23c. **Effective date (mm/dd/yyyy) of self sufficiency action:**

The effective date of the self-sufficiency action in line 23b.

Note:

Since the Addendum can be submitted separately from Form HUD-50058 MTW, this may be different from the Effective Date of Action, indicated in line 2b.



- 23d. **PHA code of PHA administering contract:**
- The PHA code associated with the PHA that executed the self-sufficiency contract with the family or the PHA that counts the family as part of its FSS or MTW self-sufficiency program.
- For help obtaining the PHA's identification number, contact the appropriate HUD field office, the HA Profiles Web Site within PIC or the MTCS Hotline at 1-800-FON-MTCS.
- Note:
- A family may reside in one PHA, but have an executed self-sufficiency contract of participation with another PHA. Enter the PHA code for the PHA that has an executed self-sufficiency contract with the family. If an MTW PHA does not require self-sufficiency contracts, enter the PHA code for the PHA that counts the family in its FSS or MTW self-sufficiency program.
- Example:
- A family executed a self-sufficiency contract with HA001, then moves into another PHA002's jurisdiction. HA001 is still administering the self-sufficiency program while the family resides in HA002's jurisdiction. Enter the PHA code for HA001 (line 23d.) in this situation since PHA001 is still responsible for administering the self-sufficiency contract of the family.
- 23e. **Reserved**
- Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.
- 23f. **Reserved**
- Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.
- 23g. **Reserved**
- Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.
- 23h. **General information:**
- General information about the family.



- (1) Current employment status of head of household. Check the box to indicate the head of household's employment status at the time Addendum is completed :
- |                |  |
|----------------|--|
| Full-time -    | Head of household works 32 hours or more per week.   |
| Part-time -    | Head of household works less than 32 hours per week. |
| Not employed - | Head of household is not employed.                   |
- (2) Date (mm/dd/yyyy) current employment began:
- The date the head of household began their current job.
- (3) Benefits in current employment:
- |                      |   |
|----------------------|---|
| Health -             | Does the head of household's current employer provide health insurance?   |
|                      | Y = Yes                      N = No   |
| Retirement Account - | Does the head of household's current employer provide a retirement account?   |
|                      | Y = Yes                      N = No   |
| Other -              | Does the head of household's current employer provide other benefits aside from health insurance and retirement accounts? |
|                      | Y = Yes                      N = No   |
- (4) **Reserved**
- Reserved for future HUD use and to maintain structural consistency with regular Form HUD-50058.
- (5) Assistance received by the Family (Check all that apply):
- Indicate whether or not the family receives additional assistance, such as food stamps, Medicaid, TANF assistance, or the earned income tax credit.
- Note:
- A household that no longer receives welfare such as TANF or SSI may receive Medicaid coverage for one year.



- (6) Number of children receiving child care services: Indicate the number of children in the household who receive child care services.
- 23i. **Family services table** The family services table includes a list of different services and blank columns to complete. The columns indicate whether the participants need the services, whether the PHA provides the services to the participants, or whether the services are provided to the participants through other means. For FSS participants, enter the information provided in the Individual Training and Services Plan(s) of the family's contract of participation.
- (1) **Need (Y/N):** Indicate whether or not the PHA identified individual training and service needs of the family members.
- Y = Yes N = No
- Example: If the Spouse stated that he or she wants to complete his or her high school education and the special program identified the need through an Individual Training & Services Plan, enter Y (Yes) in the appropriate box.
- Education/training -
- **GED.** The GED is a Graduate Equivalency Diploma; attend classes to complete high school-equivalency credits.
  - **High school.** Attend or return to high school to obtain a high school diploma.
  - **Post secondary.** Attend or return to post secondary schooling (such as a college or university) to obtain a secondary degree.
  - **Vocational/job training.** Attend a vocational or technical school (e.g., may obtain a license or certificate but not an official degree), or participate in job training classes (e.g., computer skills courses, etc.).
- Job search/job placement - Search for employment or use current employment networks for placement in a permanent position.



Job retention -	Program to help participants retain their jobs.
Transportation -	Need transportation to attend school, training, search for a job, or take children to child care.
Health services -	Need specific health services, or well-child and well-family regular services and check-ups.
Alcohol and other drug abuse prevention services	A program designed to help rehabilitate or help participants with drug-related problems.
Mentoring -	A program that places participants with role models or mentors in the community.
Homeownership counseling -	A program designed to help participants migrate from housing assistance to homeownership.
Individual Development Account (IDA)-	Individual Development Accounts (IDAs) are matched savings accounts that can be used by low-income households to purchase homes, seek postsecondary education, or capitalize small businesses.
Child care -	Need child care assistance.
None -	No special services are needed.
(2) <u>Needs Met Through Program (Y or N):</u>	If the PHA identified certain needs for family members, indicate whether or not the program meets these needs.  Y = Yes                      N = No
(3) <u>Service Provider:</u>	Indicate the name of the service provider who meets the participant's need.
P= PHA	Indicate if the PHA meets or met the service need.
T= TANF Agency	Indicate if a TANF agency meets the service need.
D= DOL Grantee	Indicate if a Department of Labor grantee meets the service need.
V= Voluntary Organization	Indicate if a voluntary organization meets the service need.
PR= For Profit Organization	Indicate if a "for profit" organization meets the service need.



N= Nonprofit Agency

Indicate if a nonprofit organization meets the service need.

E= Employer

Indicate if the employer meets the service need.

C= Community college

Indicate if a community college meets the service need.

23j. **Self-Sufficiency Contract Information:**

Contract information related to the participating family. If there is no self-sufficiency contract, leave blank.

- (1) Initial start date (mm/yyyy) of contract of participation

The effective date of the family's Contract of Participation.

Note:

Include all four digits of the year (i.e., 06/**2000**).

- (2) Initial end date (mm/yyyy) of contract of participation

The expiration date of the family's FSS Contract of Participation; the date the family is "initially" expected to exit the FSS program. The contract term is 5 years.

Note:

Include all four digits of the year (i.e., 06/**2005**).

- (3) Contract date (mm/yyyy) extended to (if applicable) -

If applicable, the date to which the PHA has extended the family's Contract of Participation (beyond the initial end date entered at Enrollment).

Note:

For FSS families, the contract cannot be extended more than two years beyond the original expiration date.

Note:

If the PHA did not extend the family's end date, leave this field blank.

Note:

Include all four digits of the year (i.e., 06/**2006**).

- (4) Number of family members with Individual Training & Services Plan:

The number of family members in the household who have current Individual Training and Services Plans under the Contract of Participation.

- (5) Did the family receive selection preference because of related service program participation? (enrollment report only) (Y or N) -

*(Enrollment Reports Only)*

For new self-sufficiency enrollment, indicate whether or not the family received a self-sufficiency selection preference due to participation in a self-sufficiency related service program.

Y= Yes

N= No



- |      |   |  |
|------|---|--|
| 23k. | <b><u>Escrow Account Information:</u></b>                   | Information about the family's account. If there is no escrow account for the family, leave blank.   |
| (1)  | Current account monthly credit-                             | The current dollar amount credited to the family's account due to increases in earned income by the family.  |
|      | Note:   | If there are no contributions to the family's account enter 0 (zero).  |
| (2)  | Current account balance -                                   | The current dollar amount of the family's account based on the most recent report of account funds and activity. Include the amounts paid into the account for the family, as well as the prorated investment income credited to the account.  |
|      | Note:   | If there is no established account, enter 0 (zero).  |
| (3)  | FSS account amount disbursed to the family -                | Total dollar cumulative amount, if any, of all FSS escrow disbursements ever made to the family.   |
|      | Note:   | If there are no disbursed funds, enter 0 (zero).   |
| 23m. | <b><u>Exit Information (exit report only):</u></b>          | Information about the family leaving the FSS or MTW self-sufficiency program.  |
|      | Note:   | Complete this section only if the family is exiting the FSS or MTW self-sufficiency program.   |
|      | Note:   | Family may still be public housing resident or voucher program participation.  |
| (1)  | Did family complete contract of participation? (Y or N) -   | Indicate if the family fulfilled all of its obligations under the contract during the contract term, or when 30% of the family's monthly adjusted income equals or exceeds the existing housing fair market rent (FMR) for the unit size for which the family qualifies. At completion, all family members met program requirements for being off welfare assistance.<br><br>Y = Yes                                  N = No |
| (2)  | If (1) is Yes, did family move to homeownership? (Y or N) - | Indicate if the family completed the contract and is moving to homeownership.<br><br>Y = Yes                                  N = No   |



(3) If (1) is No, reason for exit -

Indicate why the family did not complete its FSS or MTW self-sufficiency contract.

Select one of the following reasons :

- Left voluntarily -- terminated contract through mutual consent of the family and the PHA, or the family decided to withdraw.
- Asked to leave program -- the PHA terminated the Contract of Participation because a family member failed to meet obligations required under the Contract, or because other family actions were inconsistent with the purpose of the self-sufficiency program.
- Left because essential service was unavailable -- the PHA declared the Contract of Participation null and void because a particular service deemed essential to a family's ability to become self-sufficient was unavailable.
- Contract expired but family did not fulfill obligations -- the term of the Contract of Participation, including any extensions, expired but the family did not meet all contract obligations.
- Portability move-out -- the family exercised a portability move-out to another PHA's jurisdiction.



## Appendix I

### Federal Standard State and Territory Codes

#### States

AL = Alabama	MA = Massachusetts	TX = Texas
AK = Alaska	MI = Michigan	UT = Utah
AZ = Arizona	MN = Minnesota	VA = Virginia
AR = Arkansas	MS = Mississippi	VT = Vermont
CA = California	MO = Missouri	WV = West Virginia
CO = Colorado	MT = Montana	WI = Wisconsin
CT = Connecticut	NE = Nebraska	WY = Wyoming
DE = Delaware	NV = Nevada	
DC = District of Columbia	NH = New Hampshire	
FL = Florida	NJ = New Jersey	
GA = Georgia	NM = New Mexico	
HI = Hawaii	NY = New York	
ID = Idaho	NC = North Carolina	
IL = Illinois	ND = North Dakota	
IN = Indiana	OH = Ohio	
IA = Iowa	OK = Oklahoma	
KS = Kansas	OR = Oregon	
KY = Kentucky	PA = Pennsylvania	
LA = Louisiana	RI = Rhode Island	
ME = Maine	SC = South Carolina	
MD = Maryland	SD = South Dakota	
	TN = Tennessee	

#### Territories

AS = America Samoa
FM = Federated States of Micronesia
GQ = Guam
MH = Marshall Islands
MP = Northern Mariana Islands
PW = Palau
RQ/PR = Puerto Rico
VQ/VI = Virgin Islands



## Appendix II

### Section 23, line 23k: FSS Escrow Account Credit Worksheet Instructions for Completing the FSS Escrow Account Credit Worksheet

#### Instructions from Completing the FSS Escrow Account Credit Worksheet:

1. Determine the escrow credit at each reexamination and interim determination occurring after the effective date of effective date of the FSS contract of participation and while the family is participating in the FSS program.
2. Calculate the amount of the escrow credit with Form HUD-52652, or another document which incorporates the procedures in Form HUD-52652.
3. The amount of the escrow credit will vary depending on the income level of each FSS family and is based on increases of **earned** income since the effective date of the contract of participation. If the family's adjusted income exceeds the lower-income limit in the jurisdiction in which the FSS family is living (the amount on line 3 is greater than the amount on line 2), the family does not qualify for an escrow credit.

Head of the FSS Family:	Date:
1. Current Total Annual Income	1. (Enter amount on line 19h of Form HUD-50058 MTW).
2. Applicable Lower-Income Limit	2. (Enter the current lower-income limit for the jurisdiction in which the FSS family is living.)
3. Current Adjusted Annual Income	3. (Enter amount on line 19j of form HUD-50058 MTW.) If line 3 is greater than line 2, this family does not qualify for an FSS credit.
4. Earned income included in line 1	4. (Add up the income items coded B, M, F, PHA, and W in column 19d of form HUD-50058.)
5. Earned income included in total annual income on effective date of the FSS Contract of Participation.	5. (Enter amount from contract of participation).
6. Increase in earned income since the effective date of the FSS Contract of Participation.	6. (line 4 minus line 5. If negative, enter 0.)



7. Current Total Annual Income less increase in earned income since the effective date of the FSS Contract of Participation.	7. (line 1 minus line 6).
8. Thirty percent of current monthly Adjusted Annual Income	8. (Line 3 divided by 40).
9. Current Adjusted Annual Income less increase in earned income since the effective date of the FSS Contract of Participation.	9. (line 3 minus line 6).
10. 30% of current monthly Adjusted Annual Income less increase in earned income since the effective date of the FSS Contract of Participation.	10. (Line 9 divided by 40).
11. 10% of current monthly Annual Income less increase in earned income since the effective date of the FSS Contract of Participation.	11. (Line 7 divided by 120).
12. If applicable, welfare rent (enter amount on line 9g of form HUD-50058) or public housing ceiling rent (enter amount on line 10c of form HUD-50058).	12. If applicable, welfare rent or public housing ceiling rent.
13. TTP based on current Total Annual Income less increase in earned income since the effective date of the FSS Contract of Participation.	13. (If vouchers, enter the amount on line 10, otherwise, enter the greater of lines 10, 11, or 12.)
14. Difference between 30% of current monthly Adjusted Annual Income and TTP adjusted for increases in earned income.	14. (line 8 minus line 13. Enter 0 if negative).
15. Current TTP	15. (Enter the total tenant payment or, in the case of vouchers, enter the amount on line 8 of this form.
16. TTP on effective date of the FSS Contract of Participation or, in the case of vouchers, 30% of monthly Adjusted Annual Income on effective date of the FSS Contract of Participation.	16. (Enter amount from contract of participation.)
17. Difference between current TTP and TTP on effective date of the FSS Contract of Participation. (	17. line 15 minus line 16. Enter 0 if negative).
18. Enter the lesser of line 14 or line 17.	18. Enter the lesser of line 14 or line 17.

19. Applicable Very Low-Income Limit	19. (Enter the current very low-income limit for the jurisdiction in which the FSS family is now living)
20. Amount by which the Adjusted Annual Income exceeds the Very Low-Income Limit	20. (line 3 minus line 19).
21. 30% of the amount by which Adjusted Annual Income exceeds the Very Low-Income Limit	21. (Line 20 divided by 40)
22. Escrow credit	22. (line 18 minus line 21).

### Appendix III

#### Section 20, line 20c: Mixed Family Flat Tenant Rent Worksheet

Complete this worksheet for mixed families that reside in Public Housing (1c=P) and have a flat rent. A mixed family is a family that includes both citizens/eligible immigrants and noncitizens/noneligible immigrants.

#### Public Housing Mixed Family Flat Tenant Rent Calculation

1. Flat rent	\$	1.
2. Public/Indian Housing maximum rent	\$	2.
3. Family maximum subsidy: line 2 minus line 1 (If negative or 0, there is no proration. Skip to line 7 and enter flat rent (line 1))	\$	3.
4. Total number eligible		4.
5. Total number in family		5.
6. Eligible subsidy: (line 3 ÷ line 5) X line 4	\$	6.
7. Mixed family flat rent: line 2 - line 6	If positive, put mixed family prorated flat rent	\$ 7.
	If negative or 0, copy flat rent from line 1	\$ 7.

#### Instructions for Completing the Mixed Family Flat Rent Worksheet:

##### 1. Flat rent:

The dollar amount of the full subsidy flat rent. Flat rent is set by the unit size and building. If a PHA uses the ceiling rent amount for flat rent, input the ceiling rent amount in this line.

##### 2. Public/Indian Housing maximum rent:

The maximum rent that the PHA (owner) can charge for the unit. The Public/Indian Housing maximum rent is between \$5 and \$3,000 per year.

*How do I calculate maximum rent?*

To calculate the maximum rent, list the total tenant payments (TTPs) paid by all tenants in this unit's size in the PHA's jurisdiction from largest to smallest, and then take the TTP that falls at the 95th percentile. Do not take the average of all TTPs and then compute 95 percent of that average. For more information on maximum rent, refer to Appendix H of the Housing Agencies Guidebook: Restrictions on Assistance to Noncitizens, 7465.7.

*Example:* If you have 100 TTPs and list them from largest to smallest, the 95th highest rent is the maximum rent, regardless of the TTP amount.



**3. Family maximum subsidy: line 2 minus line 1:**

The maximum amount of rent subsidy available to the family is Public/Indian Housing maximum rent (line 2) minus Flat rent (line 1).

**4. Total number eligible:**

The total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children/adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen

EN = Eligible noncitizen

PV = Pending verification

**5. Total number in family:**

The total number of family members in the household. Include all family members, including ineligible noncitizen family members (3i=IN). Do not include live-in aides or foster children/adults.

**6. Eligible subsidy: (line 3 ÷ line 5) X line 4:**

The total amount of rent subsidy for which the family is eligible. Divide the family maximum subsidy (line 3) by the total number in family (line 5). Multiply the result by the total number eligible (line 4).

*Example:* The family maximum subsidy (line 3) is \$600 and the family consists of 4 members (line 5) of which 3 members are eligible for rent subsidy (line 4). The calculation reads  $(\$600 \div 4) \times 3 = \$450$ . The family's eligible subsidy is \$450.

**7. Prorated flat rent: line 2 - line 6:**

The mixed family flat rent for the unit is Public/Indian Housing maximum rent (line 2) minus the eligible subsidy (line 6).

*What if the mixed family flat rent is a positive number?*

If the Public/Indian Housing maximum rent (line 2) minus the eligible subsidy (line 6) results in a positive number, this line reflects the mixed family's prorated flat rent amount.

*Example:* The eligible subsidy (line 6) is \$450, and the Public/Indian Housing maximum rent (line 2) is \$550. The calculation reads:  $\$550 - \$450 = \$100$ . The mixed family pays a prorated flat rent of \$100.

*What if the mixed family tenant rent is a negative number or zero?*

If the Public/Indian Housing maximum rent (line 2) minus the eligible subsidy (line 6) results in a negative number or zero, the mixed family's flat rent is not prorated. This family pays the full flat rent amount.

*Example:* The eligible subsidy (line 6) is \$450, and the Public/Indian



Housing maximum rent (line 2) is \$300. The calculation reads:  $\$300 - \$450 = -\$150$ . Since the difference is negative, the mixed family pays the full flat rent amount listed in line 1.

*Where do I enter the information from line 7 of the Mixed Family Flat Rent Worksheet?*

Enter the mixed family flat rent amount from line 7 in line 20c: Mixed family tenant rent on the Form HUD-50058 MTW.

## Appendix IV

### MTCS Glossary

**1937 Act:** the United States Housing Act of 1937 (24 CFR 1000.10)

**Absorption:** in Section 8 portability, the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under The receiving PHA Consolidated Annual Contributions Contract (ACC). (24 CFR 982.4)

**Accessible units:** units that meet the requirement of accessibility with respect to dwellings. (24 CFR 945.105)

**Accessible:** when used with respect to the design, construction, or alteration of a facility, or a portion of a facility other than an individual dwelling unit, so that the facility or portion of the facility can be approached, entered, and used by individuals with physical handicaps. The phrase "accessible to and usable by" is synonymous with accessible. (24 CFR 8.3)

**Act:** the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100) Also see **1937 Act**.

**ADA:** the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) (24 CFR 5.100)

**Adjusted income:** annual income (as determined by the responsible entity) of the members of the family residing or intending to reside in the dwelling unit, after making the applicable deductions. (24 CFR 5.611)

**Administrative fee:** Fee paid by HUD to the PHA for administration of the program. (24 CFR 982.4)

**Administrative fee reserve** (formerly operating reserve): account established by PHA from excess administrative fee income. The administrative fee reserve must be used for housing purposes. (24 CFR 982.4)

**Administrative plan:** the plan that describes PHA policies for administration of the tenant-based programs. (24 CFR 982.4)

**Admission:** the point when the family becomes a participant in a program. In a tenant-based program, the date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term). (24 CFR 982.4)

**Annual Contributions Contract (ACC) (Indian Housing):** a contract under the 1937 Act between HUD and an IHA containing the terms and conditions under which HUD assists the IHA in providing decent, safe, and sanitary housing for low-income families. (24 CFR 1000.10) Also see **1937 Act**.

**Annual contributions contract (ACC):** the written contract between HUD and a PHA, under which HUD agrees to provide funding for a program under the 1937 Act, and the PHA agrees to comply with HUD requirements for the program. (24 CFR 5.403) Also see **1937 Act**.

**Annual income:** all amounts, monetary or not, which: (1) Go to, or are on behalf of, the family head or spouse (even if temporarily absent) or any other family member; or (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and (3) Are derived (during the 12-month period) from assets to which any member of the family has access; (4) Are not specifically excluded. (24 CFR 5.609)

**Applicant:** a person or a family that has applied for housing assistance. (24 CFR 5.403)

**Assistance applicant:** a family or individual that seeks assistance or admission under the program. (24 CFR 5.214)

**Assisted lease (or lease):** a written agreement between an Owner and a Family for the leasing of a unit by the Owner to the Family, with housing assistance payments under a Housing Assistance Payments Contract between the Owner and the PHA. (24 CFR 882.102)



**Budget authority:** an amount authorized and appropriated by the Congress for payment to PHAs under the program. For each funding increment in a PHA program, budget authority is the maximum amount that may be paid by HUD to the PHA over the ACC term of the funding increment. (24 CFR 982.4)

**Certificate:** A document issued by a PHA to a family selected for admission to the certificate program. The certificate describes the program and the procedures for PHA approval of a unit selected by the family. The certificate also states obligations of the family under the program. All certificates must be converted into vouchers by September 30, 2001. (24 CFR 982.4)

**CHAS:** the comprehensive housing affordability strategy required by section 105 of the National Affordable Housing Act (42 U.S.C. 12705), or any successor plan prescribed by HUD. (24 CFR 945.105)

**Chewable surface:** protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork. (24 CFR 982.401)

**Chief executive officer (CEO):** the elected official or the legally designated official, who has the primary responsibility for the conduct of that entity's governmental affairs. The CEO for an Indian tribe is the tribal governing official. (24 CFR 984.103)

**Child care expenses:** amounts anticipated to be paid by the family for the care of children under 13 years of age, during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent that such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603)

**Child:** a member of the family other than the family head or spouse who is under 18 years of age.

**Citizen:** a citizen or national of the United States. (24 CFR 5.504)

**Common household pet:** A domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pets do not include reptiles (except turtles). If this definition conflicts with any applicable State or local law or regulation defining the pets that may be owned or kept in dwelling accommodations, the State or local law or regulation shall apply. This definition does not include animals that are used to assist persons with disabilities (24 CFR 5.306)

**Common property:** the nondwelling structures and equipment, common areas, community facilities, and in some cases certain component parts of dwelling structures, which are contained in the development. (24 CFR 982.401)

**Common space:** in shared housing, space available for use by the assisted family and other occupants of the unit. (24 CFR 982.4)

**Community service:** the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities. (24 CFR 960.601)

**Congregate housing:** housing for elderly persons or persons with disabilities that meets the HQS for congregate housing. (24 CFR 982.4)

**Consent form:** any consent form approved by HUD, to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration (including wages, net earnings from self-employment, and payments of retirement income), and return information for unearned income from the Internal Revenue Service. Consent forms expire after a certain time and may authorize the collection of other information from assistance applicants or participants to determine eligibility or level of benefits. (24 CFR 5.100)

**Continuously assisted:** an applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to a certificate or voucher program. (24 CFR 982.4) Also see **1937 Act**.



**Contract of participation:** a contract in a form approved by HUD, entered into between a participating family and a PHA operating an FSS program, that sets forth the terms and conditions governing participation in the FSS program. The contract of participation includes all individual training and services plans entered into between the PHA and all members of the family who will participate in the FSS program, and which plans are attached to the contract of participation as exhibits. (24 CFR 984.103)

**Contract rent:** the total amount of rent specified in the Housing Assistance Payments Contract as payable to the Owner by the Family and by the PHA to the Owner on the Family's behalf. (24 CFR 882.102)

**Cooperative** (includes mutual housing): housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. (24 CFR 982.4)

**Covered families:** families who receive welfare assistance or other public assistance benefits (welfare benefits) from a State or other public agency (welfare agency) under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance. (24 CFR 5.615)

**Defective paint surface:** a surface on which the paint is cracking, scaling, chipping, peeling, or loose. (24 CFR 982.401)

**Department:** the Department of Housing and Urban Development (HUD). (24 CFR 5.100)

**Dependent:** a member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student. (24 CFR 5.603)

**Designated family:** the category of family for whom the project is designated (e. g., elderly family in a project designated for elderly families). (24 CFR 945.105)

**Designated housing or designated project:** a project (or projects), or a portion of a project (or projects) (as these terms are defined in this section), that has been designated in accordance with the requirements of this part. (24 CFR 945.105)

**Dilapidated unit:** a housing unit is dilapidated if the unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family; or the unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure. (24 CFR 5.425)

**Disability assistance expenses:** reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603)

**Disabled family:** a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403)

**Disallowance:** exclusion from annual income. (24 CFR 960.255)

**Displaced family:** a family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403)

**Domicile:** the legal residence of the household head or spouse as determined in accordance with State and local law. (24 CFR 982.4)

**Drug-related criminal activity:** the illegal manufacture, sale, distribution, use, or possession, with intent to manufacture, sell, distribute or use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802). (24 CFR 882.102)



**Drug-trafficking:** the illegal manufacture, sale, distribution, or possession, with intent to manufacture, sell, or distribute a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802). (24 CFR 982.4)

**Earned income:** income or earnings included in annual income from wages, tips, salaries, other employee compensation, and self-employment. Earned income does not include any pension or annuity, transfer payments, any cash or in-kind benefits, or funds deposited in or accrued interest on the FSS escrow account established by a PHA on behalf of a participating family. (24 CFR 984.103)

**Economic enterprise:** any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, except that Indian ownership must constitute not less than 51 percent of the enterprise. Section 3 of the Indian Financing Act of 1974 (24 CFR 1000.48)

**Economic self-sufficiency program:** any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities. (24 CFR 5.603)

**Effective date of FSS contract of participation:** the first day of the month following the month in which the FSS family and the PHA entered into the contract of participation. (24 CFR 984.103)

**EHPA:** the Earned Home Payments Account. (24 CFR 982.401)

**EIN:** Employer Identification Number means the nine-digit taxpayer identifying number that is assigned to an individual, trust, estate, partnership, association, company, or corporation pursuant to sections 6011(b), or corresponding provisions of prior law, or 6109 of the Internal Revenue Code. (24 CFR 5.214)

**Elderly family:** a family whose head, spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

**Elderly Person:** an individual who is at least 62 years of age. (24 CFR 5.100)

**Elevated blood lead level (EBL):** excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart. (24 CFR 982.401)

**Employer Identification Number (EIN):** the nine-digit taxpayer identifying number that is assigned to an individual, trust, estate, partnership, association, company, or corporation pursuant to sections 6011(b), or corresponding provisions of prior law, or section 6109 of the Internal Revenue Code. (24 CFR 5.100)

**Escrow account:** means any account that a servicer establishes or controls on behalf of a borrower to pay taxes, insurance premiums (including flood insurance), or other charges with respect to a federally related mortgage loan, including charges that the borrower and servicer have voluntarily agreed that the servicer should collect and pay. The definition encompasses any account established for this purpose, including a "trust account", "reserve account", "impound account", or other term in different localities. An "escrow account" includes any arrangement where the servicer adds a portion of the borrower's payments to principal and subsequently deducts from principal the disbursements for escrow account items. (24 CFR 3500.17)

**Evidence of citizenship or eligible status:** the documents, which must be submitted to evidence citizenship or eligible immigration status. (24 CFR 5.504)

**Exclusion period:** the period during which the family member participates in a program, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period will end. (24 CFR 5.603)

**Extremely low income family:** A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD



may establish income ceilings higher or lower than 30 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes. (24 CFR 5.603)

**Fair Housing Act:** title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

**Fair Market Rent (FMR):** the rent that would be required to be paid in the particular housing market area, in order to obtain privately owned, decent, safe and sanitary rental housing of a modest (non-luxury) nature with suitable amenities. This Fair Market Rent includes utilities (except telephone). Separate Fair Market Rents will be established by HUD for dwelling units of varying sizes (number of bedrooms) and are published in the Federal Register. (24 CFR 5.100)

**Family rent to owner:** in the voucher program, the portion of rent to owner paid by the family. (24 CFR 982.4)

**Family Self-Sufficiency (FSS) program:** program to promote the development of local strategies to coordinate the use of public housing assistance and housing assistance under Section 8 programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency. (24 CFR 984.101)

**Family Self-Sufficiency program or FSS program:** the program established by a PHA within its jurisdiction to promote self-sufficiency among participating families, including the provision of supportive services to these families. (24 CFR 984.103)

**Family share:** the portion of rent and utilities paid by the family. (24 CFR 982.4)

**Family unit size:** The appropriate number of bedrooms for a family, as determined by the PHA under the PHA subsidy standards. (24 CFR 982.4)

**Family:** includes all household members except live-in aides and foster children and adults. Use the number of family members to calculate subsidies and payments. Family includes but is not limited to: (1) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size); (2) An elderly family; (3) A near-elderly family; (4) A disabled family; (5) A displaced family; (6) The remaining member of a tenant family; and (7) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

**Federal agency:** a department of the executive branch of the Federal Government. (24 CFR 5.100)

**FSS account:** the FSS escrow account (24 CFR 984.103)

**FSS credit:** the amount credited by the PHA to the participating family's FSS account. (24 CFR 984.103)

**FSS family:** a family that resides in public housing or receives assistance under the rental certificate or rental voucher programs, and that elects to participate in the FSS program, and whose designated head of the family has signed the contract of participation. (24 CFR 984.103)

**FSS related service program:** any program, publicly or privately sponsored, that offers supportive services. (24 CFR 984.103)

**FSS slots:** refers to the total number of public housing units or the total number of rental certificates or rental vouchers that comprise the minimum size of a PHA's respective Public Housing FSS program or Section 8 FSS program. (24 CFR 984.103)

**Full-time student:** a person who is attending school or vocational training on a full-time basis. (24 CFR 5.603)

**Funding increment:** each commitment of budget authority by HUD to a PHA under the consolidated annual contributions contract for the PHA program. (24 CFR 982.4)

**FUP:** Family Unification Program. Section 8–FUP is designed to provide housing assistance to households whose lack of adequate housing is a primary cause of the separation or imminent separation of a child or children from their families. Section 8–FUP accomplishes this by providing funding to public housing agencies that allocate the money to special Section 8 certificates for the families in danger of separation. Recipients of the



certificates must otherwise be eligible for the Section 8 program. The local public welfare agency must also certify that the lack of adequate housing is a primary reason that the family's child(ren) may be placed in out-of-home care or may be prevented from returning to the family.

**FY:** Federal Fiscal Year starting with October 1, and ending September 30, and designated by the calendar year in which it ends. (24 CFR 984.103)

**Gross rent:** the rent to owner, or the sum of contract rent plus any utility allowance. (24 CFR 982.4, 24 CFR 882.102)

**Group home:** a dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide). (24 CFR 982.4)

**HAP contract:** housing assistance payments contract. (24 CFR 982.4) Also see **Housing assistance payment (HAP)**.

**Head of household:** the adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504)

**Homebuyer:** the member or members of a low-income family who have executed a Homebuyers Ownership Opportunity Agreement with the Local Housing Authority (LHA). (24 CFR 982.401)

**Homebuyer payment:** the payment of a family purchasing a home pursuant to a lease purchase agreement. (24 CFR 1000.10)

**Homeless family:** a family considered to be living in substandard housing. A homeless family includes: (A) Any person or family that lacks a fixed, regular, and adequate nighttime residence; and (B) Any person or family that has a primary nighttime residence that is: (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); (2) An institution that provides a temporary residence for individuals intended to be institutionalized; or (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. A "homeless family" does not include any person imprisoned or otherwise detained pursuant to an Act of Congress or a State law. (24 CFR 5.425)

**Homeowner:** a homebuyer who has acquired title to his home. (24 CFR 982.401)

**Homeowners association:** an association comprised of homeowners, including condominium associations, having responsibilities with respect to common property. (24 CFR 982.401)

**Homeownership Program:** a program developed by a resident council for the sale of an eligible low income housing project to the tenants in accordance with the standards in CFR 248.173 or 248.175.

**HOPE VI:** the HOPE VI program was developed as a result of recommendations by National Commission on Severely Distressed Public Housing, which was charged with proposing a National Action Plan to eradicate severely distressed public housing. The Commission recommended revitalization in three general areas: physical improvements, management improvements, and social and community services to address resident needs.

**Household:** includes everyone who lives in the unit, including foster children/adults and live-in aides. Household members are used to determine unit size.

**Housing agency (HA):** a state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. (Also referred to as a Public Housing Agency or PHA.) (24 CFR 5.100)

**Housing assistance payment (HAP):** the monthly assistance payment by a PHA, which includes a payment to the owner for rent owed to the owner under the family's lease; and an additional payment to the family if the total assistance payment exceeds the rent to owner. (24 CFR 982.4)

**Housing quality standards (HQS):** the HUD minimum quality standards for housing assisted under the tenant-based programs. (24 CFR 982.4)



**Housing subsidies:** assistance to meet the costs and expenses of temporary shelter, rental housing or homeownership, including rent, mortgage or utility payments. (24 CFR 984.103)

**IHBG:** Indian Housing Block Grant. (24 CFR 1000.10)

**Imputed welfare income:** the amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

**Indian Area:** the area within which an Indian tribe operates affordable housing programs or the area in which a Tribally Designated Housing Entity (TDHE) is authorized by one or more Indian tribes to operate affordable housing programs. (24 CFR 1000.10)

**Indian Housing Authority (IHA):** an entity that is authorized to engage or assist in the development or operation of low-income housing for Indians under the 1937 Act; and is established: (1) by exercise of the power of self government of an Indian tribe independent of state law; or (2) by operation of state law providing specifically for housing authorities for Indians, including regional housing authorities in the State of Alaska. (24 CFR 1000.10)

**Indian organization:** the governing body of any Indian tribe or entity established or recognized by such governing body. Section 3 of the Indian Financing Act of 1974 (24 CFR 1000.48)

**Indian tribe:** any Indian tribe, band, nation, or other organized group or community including any Alaska Native village or regional or village corporation as defined by or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. (24 CFR 1000.48)

**Indian:** a person who is a member of an Indian tribe (24 CFR 1000.48)

**Individual training and services plan:** a written plan that is prepared for the head of the FSS family, and each adult member of the FSS family who elects to participate in the FSS program, by the PHA in consultation with the family member, and which sets forth the supportive services to be provided to the family member, the activities to be completed by that family member; and the agreed upon completion dates for the services and activities. Each individual training and services plan must be signed by the PHA and the participating family member, and is attached to, and incorporated as part of the contract of participation. An individual training and services plan must be prepared for the head of the FSS family. (24 CFR 984.103)

**Individual with handicaps:** any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. (24 CFR 8.3)

**Initial payment standard:** the payment standard at the beginning of the HAP contract term. (24 CFR 982.4)

**Initial PHA:** in Section 8 portability, the term refers to both a PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA, and a PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA. (24 CFR 982.4)

**Initial rent to owner:** the rent to owner at the beginning of the HAP contract term. (24 CFR 982.4) Also see **HAP contract**.

**INS:** the U.S. Immigration and Naturalization Service. (24 CFR 5.504)

**IRS:** the Internal Revenue Service. (24 CFR 5.100)

**JOBS Program:** the Job Opportunities and Basic Skills Training Program authorized under part F of title IV of the Social Security Act (42 U.S.C. 402(a)(19)). (24 CFR 984.103)

**JTPA:** the Job Training Partnership Act (29 U.S.C. 1579(a)), now known as the Workforce Investment Act (WIA). (24 CFR 984.103)



**Jurisdiction:** the area in which the PHA has authority under State and local law to administer the program. (24 CFR 982.4)

**Lead-based paint:** a paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared, or 0.5 percent by weight or 5000 parts per million (PPM). (24 CFR 982.401)

**Lease:** a written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA. In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement establishes the conditions for occupancy of the member's cooperative dwelling unit by the member's family with housing assistance payments to the cooperative under a HAP contract between the cooperative and the PHA. (24 CFR 982.4)

**LHA:** the local housing authority which acquires or develops a low-rent housing development with financial assistance from HUD, owns the homes until the title is transferred to the homebuyers, and is responsible for the management of the homeownership opportunity program. (24 CFR 982.401)

**Live-in aide:** a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) Is determined to be essential to the care and well-being of the persons; (2) Is not obligated for the support of the persons; and (3) Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403)

**Low income family:** a family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median income for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low family incomes. (24 CFR 5.603)

**Manufactured home:** a manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the Housing Quality Standards (HQS). (24 CFR 982.4)

**Manufactured home space:** in manufactured home space rental, a space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. (24 CFR 982.4)

**Medical expenses:** Medical expenses, including medical insurance premiums, anticipated during the period for which annual income is computed, and not covered by insurance. (24 CFR 5.603)

**Merger date:** the date on which Section 8 vouchers and certificates merged into the Housing Choice Voucher program. The merger occurred on October 1, 1999. (24 CFR 982.4)

**MHOA:** Mutual Help Occupancy Agreement means a lease with option to purchase contract between an IHA and a homebuyer under the 1937 Act. (24 CFR 1000.302)

**Minority:** means any individual who is included within any one of the following racial and ethnic categories: (1) American Indian or Alaskan Native--a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition; (2) Asian or Pacific Islander--a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; (3) African-American--a person having origins in any of the black racial groups of Africa; and (4) Hispanic--a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (24 CFR 81.2)

**Mixed family:** a family whose members include those with citizenship or eligible immigration status, as well as those without citizenship or eligible immigration status. (24 CFR 5.504)

**Mixed population development:** a public housing development, or portion of a development, that was reserved for elderly and disabled families at its inception (and has retained that character). If the development was not so reserved at its inception, the PHA has obtained HUD approval to give preference in tenant selection for all units in the development (or portion of development) to elderly families and disabled families. These developments were formerly known as elderly projects. (24 CFR 960.102)

**Mixed population project:** a public housing project, or portion of a project, that was reserved for elderly families and disabled families at its inception (and has retained that character). If the project was not so reserved at its inception, the PHA has obtained HUD approval to give preference in tenant selection for all units



in the project (or portion of project) to elderly families and disabled families. These projects were formerly known as elderly projects. (24 CFR 960.405)

**Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals:** rehabilitation involving a minimum expenditure of \$3,000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to upgrade to decent, safe, and sanitary conditions to comply with the Housing Quality Standards (HQS) or other standards approved by HUD, from a condition below those standards (improvements being of a modest nature and other than routine maintenance). (24 CFR 882.802)

**Moderate rehabilitation:** rehabilitation involving a minimum expenditure of \$1000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to upgrade to decent, safe and sanitary conditions to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below these standards (improvements being of a modest nature and other than routine maintenance) or to repair or replace major building systems/components in danger of failure. (24 CFR 882.102)

**Monthly adjusted income:** one twelfth of adjusted annual income. (24 CFR 5.603)

**Monthly income:** one twelfth of annual income. (24 CFR 5.603)

**MSA:** a metropolitan statistical area. (24 CFR 5.100)

**MTCS:** means Multifamily Tenant Characteristics System. MTCS is the Department's national database on participants and rental units in the Section 8 rental certificate, rental voucher, and moderate rehabilitation programs and in the Public and Indian Housing programs. (24 CFR 985.2)

**NAHA:** the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12701 et seq.). (24 CFR 5.100)

**NAHASDA:** the Native American Housing Assistance and Self-Determination Act of 1996. (24 CFR 1000.10)

**National:** a person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504)

**Near-elderly family:** a family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403)

**Near-elderly person:** a person who is at least 50 years of age but below the age of 62, who may be a person with a disability. (24 CFR 945.105)

**Net family assets:** (1) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (24 CFR 5.603)

**Noncitizen:** a person who is neither a citizen nor national of the United States. (24 CFR 5.504)

**Non-elderly disabled person:** a person with a disability who is less than 62 years of age. (24 CFR 945.105)

**NRMR:** the Non Routine Maintenance Reserve. (24 CFR 982.401)

**Office of Native American Programs (ONAP):** the office of HUD, which has been delegated authority to administer programs for Native Americans. An Area ONAP is an ONAP field office. (24 CFR 1000.10)

**Officer:** a professional police officer or other professional security provider. Police officers and other security personnel are considered professional if they are employed full time, i.e., not less than 35 hours per week, by a governmental unit or a private employer and compensated expressly for providing police or security services. (24 CFR 960.503)

**OMB:** the Office of Management and Budget. (24 CFR 5.100)



**Over-income family:** a family that is not a low income family. (24 CFR 960.102) Also see **low income family**.

**Owner:** the person or entity (or employee of an owner) that leases an assisted dwelling unit to an eligible family and includes, when applicable, a mortgagee. (24 CFR 5.100)

**Participant (participant family):** a family that has been admitted to the PHA program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (first day of initial lease term). (24 CFR 982.4)

**Participant:** for any program under 24 CFR part 891, or Section 8 of the 1937 Act, a family receiving rental assistance under the program. For the public housing program a family or individual that is assisted under the program. (24 CFR 5.100)

**Payment standard:** the maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family). (24 CFR 982.4)

**Person with disabilities:** a person who has a disability, as defined in (A) 42 U.S.C. 423 and is determined to have a physical, mental, or emotional impairment that is expected to (1) be of long-continued and indefinite duration, (2) substantially impede his or her ability to live independently, and (3) be of such a nature that the ability to live independently could be improved by more suitable housing conditions, or (B) has a developmental disability as defined in 42 U.S.C. 6001. This definition includes persons who have the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. For purposes of qualifying for low-income housing, it does not include a person whose disability is based solely on any drug or alcohol dependence; and means "individual with handicaps", for purposes of reasonable accommodation and program accessibility for persons with disabilities. (24 CFR 5.403)

**PHA plan:** the annual plan and the 5-year plan as adopted by the PHA and approved by HUD. (24 CFR 982.4)

**PHA:** a Housing Authority--either a Public Housing Agency (PHA) or an Indian Housing Authority (IHA). (24 CFR 984.103)

**PHRA:** stands for Public Housing Reform Act.

**PIC:** stands for Public and Indian housing information center.

**Police officer:** a person employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. (24 CFR 5.661)

**Portability:** renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial PHA. (24 CFR 982.4)

**Previously unemployed:** a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage. (24 CFR 960.255)

**Private nonprofit organization:** an organization, no part of the net earnings of which inures to the benefit of any member, founder, contributor, or individual. The organization must have a voluntary board, have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or designate an entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles and, practice nondiscrimination in the provision of assistance. (24 CFR 882.802)

**Private space:** in shared housing: The portion of a contract unit that is for the exclusive use of an assisted family. (24 CFR 982.4)

**Processing entity:** the person or entity that is responsible for making eligibility and related determinations and an income reexamination. (In the Section 8 and Public Housing programs, the processing entity is the responsible entity) (24 CFR 5.100)

**Program receipts:** HUD payments to the PHA under the consolidated Annual Contribution Contract (ACC), and any other amounts received by the PHA in connection with the program. (24 CFR 982.4)



**Project-based Certificate:** is a Section 8 program administered by a PHA pursuant to 24 CFR part 983.

**Project owner:** The person or entity (including HUD, where HUD is the owner) that owns the housing project containing the assisted dwelling unit. (24 CFR 5.504)

**Public Housing Agency (PHA):** any state, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

**Public Housing programs:** the public housing programs administered by the Assistant Secretary for Public and Indian Housing under title I of the United States Housing Act of 1937. (24 CFR 5.306)

**Public housing:** housing assisted under the 1937 Act, other than under Section 8. Public housing includes dwelling units in a mixed finance project that are assisted by a PHA with capital or operating assistance. (24 CFR 5.100)

**Reasonable rent:** a rent to owner that is not more than rent charged for comparable units in the private unassisted market and for comparable unassisted units in the premises.

**Receiving PHA:** in Section 8 portability, a PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a voucher and provides program assistance to the family. (24 CFR 982.4)

**Renewal units:** the number of units, as determined by HUD, for which funding is reserved on HUD books for a PHA's program. This number is used in calculating renewal budget authority. (24 CFR 982.4)

**Rent to owner:** the total monthly rent payable to the owner under the lease for the unit. Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for. (24 CFR 982.4)

**Residency preference area:** the specified area where families must reside to qualify for a residency preference. (24 CFR 982.4)

**Residency preference:** a PHA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area (residency preference area). (24 CFR 982.4)

**Responsible entity:** For the public housing program, the Section 8 tenant-based assistance program, project-based certificate or voucher programs, and the moderate rehabilitation program, responsible entity means the PHA administering the program under an Annual Contribution Contract (ACC) with HUD. For all other Section 8 programs, responsible entity means the Section 8 project owner. (24 CFR 5.100)

**ROSS:** Resident Opportunities and Self Sufficiency Program links services to Public and Indian housing residents by providing grants for supportive services, resident empowerment activities and activities to assist residents in becoming economically self-sufficient.

**Section 8:** section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f). (24 CFR 5.100)

**Security personnel means:** A police officer, or a qualified security professional, with adequate training and experience to provide security services for project residents. (24 CFR 5.661)

**Security:** the protection of project residents, including resident project management from criminal or other activity that is a threat to person or property, or that arouses fears of such threat. (24 CFR 5.661)

**Self-sufficiency:** that an FSS family is no longer receiving Section 8, public or Indian housing assistance, or any Federal, State, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS account funds. (24 CFR 984.103)

**Service provider:** a person or organization qualified and experienced in the provision of supportive services, and that is in compliance with any licensing requirements imposed by state or local law for the type of service or



services to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis. (24 CFR 945.105)

**Service requirement:** the obligation of each adult resident, other than an exempt individual, to perform community service or participate in an economic-self sufficiency program required in accordance with Sec. 960.603. (24 CFR 960.601)

**Shared housing:** a unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. (24 CFR 982.4)

**Single person:** a person who lives alone or intends to live alone, who is not an elderly person, a person with disabilities, a displaced person, or the remaining member of a tenant family. (24 CFR 945.105)

**Single room occupancy housing (SRO):** a unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. (24 CFR 982.4)

**Social Security Number (SSN):** the nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person's earnings reported to the Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary. (24 CFR 5.100)

**Special admission:** admission of an applicant that is not on the PHA waiting list or without considering the applicant's waiting list position. (24 CFR 982.4)

**Special housing types:** Single room occupancy (SRO) housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental). (24 CFR 982.4)

**Specified welfare benefit reduction:** a reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program. (24 CFR 5.615)

**SSA:** the Social Security Administration. (24 CFR 5.100)

**SSI:** means Supplemental Security Income.

**State Wage Information Collection Agency (SWICA):** the State agency, including any Indian tribal agency, receiving quarterly wage reports from employers in the State, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.100)

**Statement of family responsibility:** an agreement in the form prescribed by HUD, between the PHA and a Family to be assisted under the Program, stating the obligations and responsibilities of the Family. (24 CFR 882.102)

**Statement of individual responsibility:** an agreement, in the form prescribed by HUD, between the PHA and an individual to be assisted under the program, stating the obligations and responsibilities of the two parties. (24 CFR 882.802)

**Subsidy standards:** standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions. (24 CFR 982.4)

**Substandard unit:** a unit is substandard if it is dilapidated, does not have operable indoor plumbing, does not have a usable flush toilet inside the unit for the exclusive use of a family, does not have a usable bathtub or shower inside the unit for the exclusive use of a family, does not have electricity, or has inadequate or unsafe electrical service, does not have a safe or adequate source of heat, should, but does not, have a kitchen, or has been declared unfit for habitation by an agency or unit of government. (24 CFR 5.425)

**Supportive services (disabled family):** services available to persons residing in a development, requested by disabled families and for which there is a need. Supportive services may include, but are not limited to, meal services, health-related services, mental health services, services for nonmedical counseling, meals,



transportation, personal care, bathing, toileting, housekeeping, chore assistance, safety, group and socialization activities, assistance with medications (in accordance with any applicable State laws), case management, personal emergency response, and other appropriate services. (24 CFR 945.105)

**Supportive services (FSS Family):** those appropriate services that a PHA will make available, or cause to be made available to an FSS family under a contract of participation. (24 CFR 984.103)

**Suspension:** stopping the clock on the term of a family's voucher, for such period as determined by the PHA, from the time when the family submits a request for PHA approval of the tenancy, until the time when the PHA approves or denies the request. (24 CFR 982.4)

**Tenant rent:** the amount payable monthly by the family as rent to the unit owner (Section 8 owner or PHA in public housing). (This term is not used in the Section 8 voucher program.) (24 CFR 5.603)

**Tenant:** an individual or a family renting or occupying an assisted dwelling unit. The term tenant may also be used to include a homebuyer, where appropriate. (24 CFR 5.504)

**Tenant:** the person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit. (24 CFR 982.4)

**TIN:** Tax Identification Number. See **EIN**.

**Unit size or size of unit:** the number of bedrooms in a dwelling unit. (24 CFR 984.103)

**Utility allowance:** if the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, utility allowance is an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

**Utility reimbursement (certificates, income based public housing):** the amount, if any, by which the utility allowance for a unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

**Utility reimbursement (vouchers):** in the voucher program, the portion of the housing assistance payment which exceeds the amount of the rent to owner. (24 CFR 982.4)

**Very low income family:** a family whose annual income does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes. (24 CFR 5.603)

**Violent criminal activity:** any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another. (24 CFR 982.4)

**Voucher (rental voucher):** a document issued by a PHA to a family selected for admission to the voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states obligations of the family under the program. (24 CFR 982.4)

**Voucher holder:** a family holding a voucher with an unexpired term (search time). (24 CFR 982.4)

**Waiting list admission:** an admission from the PHA waiting list. (24 CFR 982.4)

**Welfare assistance:** welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments. (24 CFR 5.603)

**Welfare-to-work (WtW) families:** families assisted by a PHA with voucher funding awarded to the PHA under the HUD welfare-to-work voucher program (including any renewal of such WtW funding for the same purpose). (24 CFR 982.4)

**WIA:** Workforce Investment Act (WIA) (formerly known as the Job Training Partnership Act (JTPA)).



## Appendix V

### Required Sections by Action Type

What sections of the Form do I fill out for each action type?

Use the following chart to help you determine which sections of the Form to fill out for each action type.

### Required 50058 MTW Sections by Action Type

Section  Action Type	1: MTW Agency	2: MTW Action	3: MTW Househol d	4: MTW Background at Admission	5: MTW Unit to be Occupied	18: MTW Assets	19: MTW Income	20, 21, or 22: MTW Public Housing, Tenant- based or Project Based Assistance or Home-ownership	23: FSS/MTW Self- Sufficiency
1: New Admission	√	√	√	√	√	√	√	√	Optional
2: Annual Reexam	√	√	√	No	√	√	√	√	Optional
3: Interim Reexam	√	√	√	No	√	√	√	√	Optional
4: Portability Move-in	√	√	√	No	√	√	√	√	Optional
5: Portability Move-out	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No
6: End Participation	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	Optional

Section  Action Type	1:  MTW Agency	2:  MTW Action	3: MTW Household	4: MTW Background at Admission	5:  MTW Unit to be Occupied	18:  MTW Assets	19:  MTW Income	20, 21, or 22: MTW Public Housing, Tenant- based or Project Based Assistance or Home-ownership	23: FSS/MTW Self- Sufficiency
7: Other Change of Unit	√	√	√	No	√	√	√	√	Optional
8: FSS/MtW Self-Sufficiency Addendum Only	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	√
9: Annual Reexam Searching	√	√	√	No	No	√	√	No	Optional
10: Issuance of Voucher Equivalent	√	√ (Partial)	√	√ (4b, 4c only)	No	No	No	No	No
11: Expiration of Voucher Equivalent	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No
12: Reserved	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13: Annual HQS Inspection Only	√	√ (Partial)	√ (HOH only)	No	√ (5h, 5i only)	No	No	No	No
14: Historical Adjustment	√	√	√	Optional	Optional	Optional	Optional	Optional	Optional



Section  Action Type	1: MTW Agency	2: MTW Action	3: MTW Househol d	4: MTW Background at Admission	5: MTW Unit to be Occupied	18: MTW Assets	19: MTW Income	20, 21, or 22: MTW Public Housing, Tenant- based or Project Based Assistance or Home-ownership	23: FSS/MTW Self- Sufficiency
15: Void	√	√ (Partial)	√ (HOH only)	No	No	No	No	No	No

*What section of the Form do I complete to report the family's rent?*

The following table indicates which of the 3 sections of the form (20, 21, or 22) should be completed when reporting rent, based on the program type and the housing type or participation in other special programs.

**Rent Calculation Sections**

<b>Program</b>	<b>Report Rent on This Section of Form HUD-50058 MTW</b>
Public Housing (line 1c=P)	20
Project-Based Assistance (line 1c=PR)	21
Project-Based Assistance (line 1c=PR) Homeownership	22
Tenant-Based Assistance (line 1c=T)	21
Tenant-Based Assistance (line 1c=T) Homeownership	22

